



**HIGHAM LANE
NORTH ACADEMY**

Assistant Caretaker

20 hours per week, 52 weeks per year
£13,613 to £13,829 (pay award pending)
(dependent on service and experience)
September 2026



Welcome to Higham Lane North Academy

Higham Lane North Academy is a school where 'everyone belongs and everyone is included.' Our students know that they are part of 'Team North', and as North Stars we ensure that they benefit from our exceptionally high expectations alongside our high levels of care, nurture and support. Our highly effective and well-designed pastoral system places the wellbeing of students at the centre of our school, where through our House System and the role of House Champions, we ensure that students feel safe and happy with the confidence to thrive.

Our students live by our motto that we are 'proud because we always do what is right' and they exhibit our school values that 'we are conscientious, we are compassionate and we are confident' both within lessons and beyond. Due to our strong and robust processes and systems, students learn the highly ambitious curriculum exceptionally well. They are highly motivated and commit to the comprehensive range of ambitious and enriching opportunities that are available to them beyond the classroom.

We opened our school in September 2026 to 150 students. As we embark upon our second year at HLNA, as a highly popular and over-subscribed school again, you will be joining at a unique time where you will support our continuing growth as an exceptional school. Committed to the highest standards for education, as a team of dynamic and committed professionals, we look forward to your ideas and contributions as we seek to embed our very strong practice in this pastoral role.



Kirstie Robinson
Headteacher

**We are proud because we
always do what is right.**

Assistant Caretaker

We are looking to appoint a committed and enthusiastic Assistant Caretaker to work alongside our Senior Caretaker in ensuring that our school buildings and grounds are maintained to a high standard.

The successful candidate will undertake a wide range of duties including site maintenance, cleaning, security, portering, repairs and health and safety checks.

This role would suit someone who is practical, organised, able to work independently and enjoys being part of a busy school environment. Experience of caretaking, maintenance, facilities management or a similar role is desirable but not essential.

We look forward to receiving your application!



**We are proud because we
always do what is right.**



Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust. Our growing Trust currently consists of a diverse family of five schools in the Nuneaton area: a large junior school, primary special school, a secondary special school and two mainstream secondary schools. We have a sixth school – a new 2 form entry primary school in Nuneaton - opening in September 2026.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes



Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more

We are proud because
we always do what is right

Compassion - Compassion - Confidence

00-014

Reprographics



How to apply

Please complete the Application form, as well as the Equality Details Form, that you will find on the School's website (www.hlina.co.uk) and email them to jobs@hlina.co.uk, indicating in the message title the post that you are applying for. We strongly welcome the opportunity to meet you before applying to discuss the role and for you to visit our school and meet some students. If this interests you, please contact Katie Tomlinson, Estates Manager on 02475106910.

The closing date for applications is midday, Thursday 25th June 2026.

Please address the following points when completing the 'Additional Information' section of the application form: -

- Why you feel your personal qualities and experience make you an excellent candidate for this position;

Your Environment



The school building and grounds

Higham Lane North Academy's building and grounds have been planned to create a learning environment that provides high-quality educational provision, academic excellence, exceptional pastoral care and personal development in a school that is at the heart of the community. Our convenient location provides easy access from the new Northern Link road that links new housing developments in the north and east of Nuneaton, from the A5, and by bus. There is also a dedicated walking/cycling lane along the new access route and a secure compound for bike storage.

The impressive, state of the art facilities include:

- An impressive assembly hall
- A well-stocked library and learning space
- Designated staff work room areas with facilities
- IT-rich classrooms
- Spacious dining hall with outdoor canopy
- Drama studio
- Dance/activity studio
- Curriculum habitat areas
- Outdoor learning spaces
- Indoor Sports England accredited sports hall
- Four outdoor tennis/basketball/volleyball/netball courts
- Four outdoor multi-use pitches for sports such as rugby, football and athletics plus a grass running track around the largest of these with capacity for field events
- Outdoor amphitheatre
- Separate optional entrance for children with SEND
- Designated SEND garden
- Meadow grass planting and flowering lawns creating an ecological corridor across the site



**HLNA is a school where everyone belongs
and everyone is included.**

HLNA staff benefit from:

- 01** A supportive, collaborative working environment that places staff workload and wellbeing at the heart of all working practices.
- 02** A clear behaviour and praise policy that enables all teachers to teach, and all pupils to learn effectively with a highly visible and supportive senior leadership team. This includes a centralized detention system, ensuring that you are fully supported with your practice.
- 03** A commitment to an ambitious, broad and balanced knowledge curriculum that is highly considerate of teacher workload and wellbeing, particularly around planning, assessment and feedback.
- 04** Research-based teaching and learning practice and strategies developed with workload and wellbeing in mind. Alongside this you will work within an environment that has a genuine passion and enthusiasm for teaching and learning that will enable you to thrive and flourish within the classroom.
- 05** Weekly CPD opportunities with a careful balance between whole-school, subject and personal priorities to be even more effective.
- 07** Opportunities to obtain professional qualifications and develop your career over the coming years in a growing school. We will provide bespoke career stage training such as NPQH and ELP (Exemplary Leadership Programme).
- 08** The opportunity to work with a highly experienced, effective, forward-thinking and ambitious senior leadership and Trust team.
- 09** A supportive senior leadership and trust team that will regularly seek your feedback to hear your views on what is going well, and how we can be even more effective, giving you control over your work practice and contributions.
- 10** The opportunity to work collaboratively with other schools within our Trust, particularly with Higham Lane School and Oak Wood Primary and Oak Wood Secondary Schools.

Duties and responsibilities



Job Purpose

To support the Senior Caretaker in ensuring the school site is safe, secure, clean, well-maintained and fit for purpose at all times.

The Caretaker will undertake routine maintenance, cleaning, security and operational duties across the school site and grounds

Key Responsibilities

Site Security

- Unlock and secure buildings as required.
- Carry out opening and closing procedures.
- Respond to alarm activations when required.
- Monitor site security throughout the day.
- Ensure gates, doors and windows are secured appropriately.

Maintenance and Repairs

- Carry out minor repairs and maintenance tasks.
- Undertake basic decorating duties.
- Replace light bulbs and fittings where appropriate.
- Assemble furniture and equipment.
- Report defects requiring specialist attention.
- Assist contractors working on site.

Cleaning Duties

- Support cleaning operations across the school.
- Maintain high standards of cleanliness in communal areas.
- Deep clean designated areas as required.
- Remove litter from buildings and grounds.
- Support with emergency cleaning requirements.

Health and Safety

- Conduct routine health and safety inspections.
- Monitor fire exits and escape routes.
- Carry out basic compliance checks.
- Ensure safe storage of equipment and materials.
- Report hazards immediately.
- Support fire evacuation procedures.

Grounds Maintenance

- Keep external areas clean and tidy.
- Sweep pathways and entrances.
- Assist with seasonal maintenance duties.
- Support snow and ice clearance where required.
- Monitor the condition of school grounds.

Porterage and Event Support

- Set up rooms for meetings, examinations and events.
- Move furniture and equipment safely.
- Assist with school functions and community lettings.
- Support deliveries and distribution of supplies.

General Duties

- Support the Senior Caretaker with all aspects of site management.
- Support the school with break and lunchtime supervision of students
- Undertake routine inspections and record findings.
- Maintain tools and equipment appropriately.
- Work flexibly to meet the needs of the school.
- Participate in relevant training and professional development.

Person Specification



Skills and knowledge



- Be aware of the Authority's regulation, e.g. H&SAW and COSHH guidelines
- Literacy skills to complete forms and orders, write instructions, understand and follow H & S and COSHH instructions
- Numeracy skills to check goods, check invoices, carry out stock control, undertake calculations, monitor and account for expenditure against a budget
- Display commitment to the protection and safeguarding of children and young people Value and respect the views and needs of children
- Able to carry out procedures, routines and follow instructions
Able to plan short term
- Able to operate cleaning equipment, machinery and tools and undertake basic maintenance Have minor maintenance skills (e.g. plumbing, electrical, glazing, woodwork) to make safe.
- Understand basic administrative systems (lettings, time book, maintenance hotline, ordering) Understand and be familiar with the layout and organisation of the school and its site.

Personal Qualities



- Good time management and reliability
- Flexibility and a good use of initiative
- Set a good example by one's own presentation, personal and professional conduct
- Willingness to undertake relevant training
- Team player and good communication skills
- Take pride in maintaining high standards
- Experience of working in a school environment (desirable)

Further Conditions of Service:

- To undertake any other responsibilities as may reasonably be directed by the Headteacher.
- To support and maintain the ethos of the School and its aims and values.
- Follow and implement all school policies and procedures.
- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with your year group.

Please note our clear expectations regarding **personal and professional conduct of staff and the safeguarding of students:**

- Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:
- Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
 - having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
 - showing tolerance of and respect for the rights of others.
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
 - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards in their own attendance and punctuality.





Contact Us

Higham Lane North Academy
Upper Farm Drive, Nuneaton CV11 6YN

hello@hlna.co.uk
www.hlna.co.uk

024 75106910

