

**ALDRIDGE**  
**SCHOOL**

Achieving Excellence Together



# Application Pack

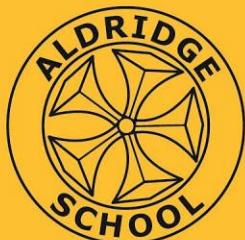
# Caretaker / Site Operative

Aldridge School  
Tynings Lane, Aldridge,  
Walsall, West Midlands  
WS9 0BG

01922 743988

THE MERCIAN TRUST

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## About Aldridge School



Thank you for taking the time to find out more about Aldridge School. This pack is intended to give you information about this role and our school's broader vision and ethos. Further background information is available in our Prospectus and Sixth Form Prospectus on our website.

We are a comprehensive school of over 1600 students situated near the centre of Aldridge village. We believe that it is our responsibility to work to meet the needs of every individual student, challenging them to achieve their best, supporting them to become responsible young adults and preparing them for their next steps into the world of work or further education.

Aldridge School is a good school (Ofsted 2022). It is a school which is proud of its traditions and successes which have been achieved through hard work and high expectations.

Aldridge School has a dedicated, talented and conscientious team of staff who work together to provide a high standard of teaching, excellent pastoral care and professional support services. Our broad curriculum is designed to meet national expectations, be relevant and interesting, support our students in achieving the best possible standards in external examinations and to equip them with the skills they need to be successful in adult life.

At Aldridge School we have a popular and thriving Sixth Form. We are very proud of our students' success with over 80% securing places at some of the top Universities and on Higher Apprenticeships last year. We offer a very broad range of both academic and vocational courses at level 3, ensuring that Aldridge School Sixth Form is an option for a wide range of students.

We also enjoy strong links with surrounding primary schools, working with students in Years 5 and 6 including work in Science, Maths, English, Performing Arts and Enterprise. We are proud of our community and we work hard to promote this pride in all our partnerships, so that we can make sure that future students from these schools enjoy an easy, enjoyable transition to Aldridge School.

Students at Aldridge School are friendly, polite and respectful. Strong relationships between staff and students contribute significantly to ensuring that students are happy and feel safe.

If you would like to find out more, please contact us to arrange a visit to see our school at work. We look forward to meeting you.

# The Mercian Trust



Aldridge School is an academy in The Mercian Trust.

The Mercian Trust brings together twelve very different and individual schools together as a single Multi-Academy Trust or MAT.

The twelve schools are unique in their identity and united by their ambition to offer the best possible future for their students.

## **The twelve schools are:**

- Aldridge School
- Queen Mary's Grammar School
- Queen Mary's High School
- Shire Oak Academy
- The Ladder School
- Walsall Studio School
- Q3 Academy Great Barr
- Q3 Academy Langley
- Q3 Academy Tipton
- New Leaf
- Rushall Primary School
- Oakwood School

Each school has its own distinct ethos and approach, but we have this over-arching aim in common: we prepare all our students to enjoy life to the full by inspiring them to:

- Realise their potential as learners
- Thrive in the world of work
- Make a positive contribution to the local, national and international community

The Mercian Trust respects the autonomy of its member schools but, through collaboration, fosters strengths that are greater than the sum of its parts. Working together as a Multi-Academy Trust provides a framework for sharing expertise and enthusiasm, resources and ideas.

# Job Description

**Post:** **Caretaker / Site Operative**  
**Responsible to:** **Facilities Manager**  
**Salary:** **Grade 5 point 9 – 17 (£27,254 - £31,022)**  
**Working hours** **37 hours per week, Permanent, Full Time**



## PURPOSE OF POST

- Site and building security
- Cleanliness and good order of premises and grounds
- Compliance with health and safety requirements
- Maintenance and repairs as necessary
- Porterage of school deliveries

The following outline gives a range of duties and responsibilities which reflect the position:

### General

- Upkeep of general care of the school
- Storing and arranging removal of waste
- Ensure litter bins are regularly emptied
- General maintenance and minor repair work
- General porterage duties and moving of furniture
- Checking damage/security daily on arrival at the premises
- Lettings as required – opening, closing and general duties
- Preparation of halls for functions as required
- Synchronise clocks, time switches, etc. as required
- Receive and check goods and supplies and deliver to appropriate place for storage
- Ensure clear passage is maintained on fire escape routes
- Carry out routine testing and recording to ensure compliance with health and safety legislation and environmental standards
- Report building, furniture, fittings and equipment defects to the Facilities Manager
- Inspect, test and maintain swimming pool water and plant
- Any other work deemed appropriate by the Facilities Manager

### Security

- Open and close the school, unlocking and locking appropriate gates, doors, windows and buildings for the purpose of school use
- Activate and deactivate school alarm systems
- Checking and securing the school premises subsequent to out of hours intruder alarm activation
- Register as main key holder and be the point of contact in an emergency call out situation
- Allow access to builders/contractors working on site during holiday or weekend periods
- Check the proper operation and function of all alarms, emergency exits and entrances and ensure that fire-fighting equipment is in place

### External Maintenance

- Maintain cleanliness and general tidiness of all external hard areas and empty litter bins as necessary
- Clean and clear drains and gullies and ensure effective and healthy operation
- Inspect outside fabric of school and report/repair defects as appropriate
- Check roofs for debris, moss growth, etc.
- Inspect gates, fences, lights, etc. and report/repair defects as necessary
- Remove or obscure graffiti as instructed
- Keep hard surfaces free of moss and weeds
- Make safe any hazards and ensure that area is cordoned off
- Keep paths, entrances free of ice and snow to ensure safety of students, parents, staff and visitors

# Job Description



## Heating, Lighting and Water

- Switch off all lights and appropriate electrical sockets
- Read and record gas, water and electric meters
- Monitor and set heating system controls and boilers
- Be aware of the location of all stopcocks and utilities isolation valves
- Ensure boiler plant rooms are clean and free of flammable material
- Assist with energy conservation within the premises to ensure good practices are adopted at all times

## Minibus/Van

- Carry out weekly inspections of school vehicles
- Facilitate maintenance/repairs
- Ensure fuel levels are maintained
- Ensure vehicles are kept clean inside and out

## Standards and quality assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the head teacher
- Be proactive in matters relating to health and safety
- Be committed to safeguarding and promoting the welfare of children and young people



## Person Specification

<b>Job Requirements</b>	
Qualifications and Training	Educated to a satisfactory standard in order to communicate effectively, both written and oral (Essential)
	Driving Licence (Essential)
Experience	Experience of undertaking a range of caretaking duties skills and abilities (Essential) Specific trade strengths in any area would be advantageous but not essential.
Knowledge and Understanding	An understanding of the main Health and Safety Regulations, including COSHH and how they apply in a school environment (Desirable)
	A knowledge of grounds maintenance (Desirable)
	Attention to detail to ensure work place is thoroughly clean (Essential)
	Flexibility, able to work on own initiative and as part of a team (Essential)
Skills and Abilities	Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date (Essential)
	Ability to act on own initiative, dealing with any unexpected problems that arise (Essential)
	Ability to effect minor repairs (Essential)
	Ability to work effectively and supportively as a member of the school team (Essential)
	Willingness to participate in further training and development opportunities (Essential)
	Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite (Desirable)



## How to Apply

### **Salary Scale:**

Grade 5 Scale Point 9-17  
(£27,254 - £31,022)

**Contract / Hours:** Permanent, Full-time

**Hours of Work:** 37 hours per week over a fortnightly shift pattern:

Shift 1: 6:00am – 2:00pm

Shift 2: 1:30pm – 9:30pm

Some weekend working and flexibility will be required.

### **Closing Date**

Monday 02<sup>nd</sup> February 2026

Interviews w/c 09<sup>th</sup> February 2026

We reserve the right to close vacancies before the advertised date if a large number of applications have been received.

### **Start Date**

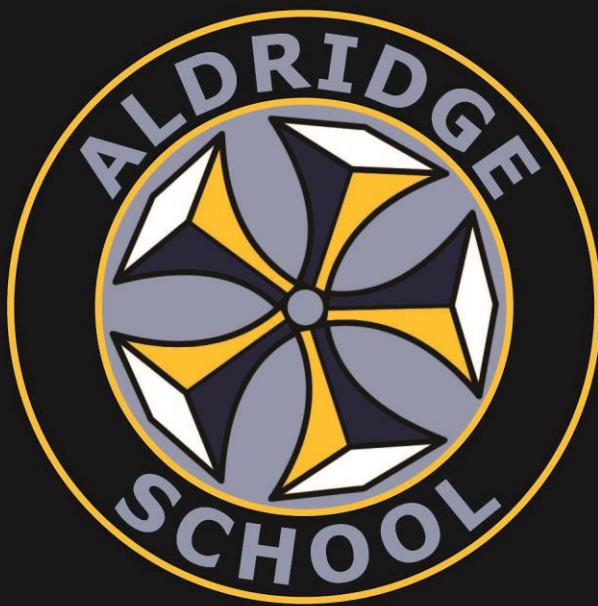
As soon as possible

### **Visits to School**

For further information, please contact the school either by email [info@ald.merciantrust.org.uk](mailto:info@ald.merciantrust.org.uk) or by telephoning on 01922 743988 ex 2224

### **Applying**

Apply via The Mercian Trust portal



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