



**Truro and Penwith  
Academy Trust**

## Vacancy Information Pack

<b>School Name:</b>	Tywardreath School 0.8, Cardinham 0.1, Lanivet 0.1
<b>Job Title:</b>	Caretaker

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## Tywardreath

<b>Job Title:</b>	Caretaker
<b>Pay Point / Pay Range:</b>	TPAT Point 4
<b>Full Time Equivalent Annual Salary:</b>	£20,436
<b>Actual Annual Salary for this Role:</b>	
<b>Contract Type:</b>	Permanent
<b>Hours Per Week / Weeks Per Year</b>	Hours –37 hours per week Working Weeks – 52 Paid Weeks – 52
<b>Closing Date:</b>	29 <sup>th</sup> September 2024
<b>Proposed Shortlisting Date:</b>	30 <sup>th</sup> September 2024
<b>Proposed Interview Date:</b>	1 <sup>st</sup> October 2024

Tywardreath, Cardinham and Lanivet Schools are looking for a positive, energetic and hard-working person to join our wonderful teams as Caretaker for 37 hours per week.

We need someone who will take pride in our schools and ensure that the environment is safe, clean, tidy and attractive for our children and their families. You will be an integral member of our school teams and as such we are looking for an approachable, reliable and trustworthy person who will embrace the unique characteristics of our schools. The role will require you to have good common sense, a range of practical skills and experience of using your own initiative.

The role will be based at Tywardreath School but will include caretaking duties at both Cardinham and Lanivet schools, so an ability to be flexible in your working hours, being able to respond to unplanned and planned needs will be essential. The position will require an

element of recording and reporting to staff members within the school teams, Trust and with external contractors so an ability to communicate well is essential.

To find out more about Tywardreath School, please visit:	tywardreathschool.org.uk
To discuss this position please contact the School Administrator:	Email – tywardreath@tpacademytrust.org Telephone – 01726812807
Application packs can be downloaded from:	<a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a>
Please email your completed application form and equality & diversity monitoring form by the closing date to:	<a href="mailto:tywardreath@tpacademytrust.org">tywardreath@tpacademytrust.org</a>

Please note that successful candidates will be informed via email.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.*

<b>School Information for Applicants</b>	
<b>School Address:</b>	South park road, Tywardreath, Par , Cornwall PL24 2PT
<b>School Telephone Number:</b>	01726 812807
<b>School Email Address:</b>	tywardreath@tpacademytrust.org
<b>Name of Headteacher:</b>	Mrs C McColville
<b>Website Address:</b>	Tywardreathschool.org.uk

## Welcome to Our School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

I am immensely proud to be Headteacher of Tywardreath School, a warm, caring and vibrant school for 4-11 year olds that sits in the heart of a supportive and active village community.

Tywardreath has its own unique identity and is a truly inspirational place to learn and work. Our dedicated and talented team are committed to making learning both exciting and challenging. We all work hard to ensure the children receive the very best education and to prepare our children not only for their next phase of education, but to equip them with the skills they need to become good citizens who really can make a difference in the world. We have a long tradition of sporting excellence and encourage participation and competitive sports through a range of clubs including swimming, cross-country, football, netball, athletics, rounder's and Taiko drumming. We are very fortunate to have a high-spec swimming pool on site, which was built in partnership with our wonderful community. Our children swim every week from Easter through to the autumn. We have extensive school grounds including a garden and forest-school area. We are also fortunate to have our very own school dog Bramble'. Bramble is very popular with the children and brings her own unique air of calmness.

We know that children are far more likely to succeed when staff and parents work together to support children with their learning. We therefore aim to develop a close co-operation between home and school. We offer to meet formally and informally through the year and through each phase of the children's schooling with events such as 'meet the teacher', open afternoons, drop-in sessions, parent consultations as well as a myriad of community events. These community events are organised and run by our fantastic PSA and they provide the more informal opportunities to get involved with school-life.

Mrs C McColville

Headteacher

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

## General Background

*The school caters for children between the ages of 4 - 11. We currently have 309 pupils on roll and offer a rich & diverse curriculum, as well as a full programme of before & after-school activities. In 2019, we joined the Truro and Penwith Academy Trust and now enjoy working collaboratively with our partner schools.*

## Class Organisation

The school currently has 302 children on roll in eleven classes. Two parallel EYFS classes, 3 KS1 classes and 6 KS2 classes.

## Staff Organisation

The school has a Headteacher and Deputy Head, nine full-time teachers, two part-time teachers (job-share) and a part-time teacher who covers leadership time. In addition, we have a strong team of teaching assistants who are a key part of our teaching and learning team.

We also have a highly dedicated and extremely efficient team of school administrators and in-house catering and cleaning teams.

We are strongly committed to staff development and learning.

## Our Curriculum

At **Tywardreath School** our vision is to create a safe and stimulating environment where all children feel they belong and are able to challenge themselves, take risks and flourish both academically and socially. To develop our children so that they **value** and respect their own and others individuality, culture and heritage. We are committed to providing a place of excellence with high standards.

### **To achieve our vision all our children should:**

Enjoy their primary school years and develop high self-esteem regardless of 'academic' ability.

- Feel safe and secure and have a passion for learning and experience success.
- Develop perseverance, flexibility, independence in a wide range of learning skills.
- Be well mannered, respecting themselves, others and the environment.
- Make a positive contribution to the school and the wider community.
- Enjoy equal opportunities to succeed
- Develop lively, inquiring minds and become confident communicators.
- Experience teaching of the highest quality and develop core skills to a high level.
- Appreciate the beauty, the diversity of the world and their duty to protect it.

## Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations.

This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

## Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:	Mrs C Turner
Contact Email Address:	tywardreath@tpacademytrust.org
Contact Telephone Number:	01726812807

Please note that CVs will not be accepted.

Application packs can be downloaded from: [www.tpacademytrust.org/web/application\\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)

Closing Date:	29 <sup>th</sup> September 2024
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Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):	1 <sup>st</sup> October 2024
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To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.