

Caretaker Birchen Coppice Academy, Kidderminster

Recruitment Pack

Full Time and Permanent start date 1st April 2025 or ASAP

Pay scale: NJCo3 – NJCo4 £24,796 - £25,185

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have eleven schools open; ten mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, full time caretaker at Birchen Coppice Academy, Kidderminster from 1st April 2025 or ASAP.

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](http://Job Vacancies (victoriaacademiestrust.org))

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot
CEO
Victoria Academies Trust



About Us

Our Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities - we work with and empower our people to be the best they can be.

Our Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust - teaching and non-teaching



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, access to Doctor, Nurse and Physio support, online wellbeing and exercise sessions, discounts on gym membership, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable you to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in a way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



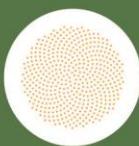
Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park Primary becomes Victoria Park Academy



2014

Victoria Academies Trust founded



2014

Rowley Park Academy, Staffordshire join as first sponsor school



2014

Devonshire Infant and Junior Academies, Sandwell join as converter



2017

Birchen Coppice Academy, Worcestershire join as a sponsor academy



2016

Fibbersley Park Academy, Walsall join as a sponsor academy



2015

Northfield Manor Academy, Birmingham join as a converter academy



2018

Foley Park Academy, Worcestershire join as a converter academy



2019

Poppyfield Academy, Staffordshire opens as our first Free School



2022

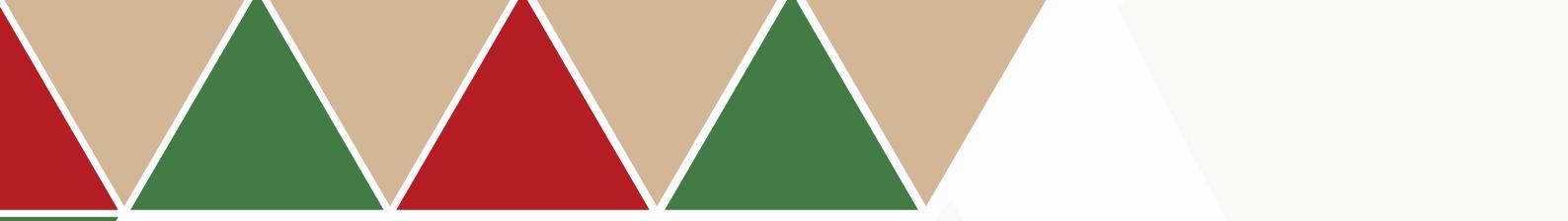
Elm Tree Academy, Sandwell opens as our first SEND Free School



2025

Whitehall Nursery & Infant Academy join as converter school
2025





Role Overview

Caretaker - Birchen Coppice Academy

Salary: GRADE NJCo3 - NJCo4

37 hours per week full time, hours to be agreed

Birchen Coppice Academy is a one-form school in Kidderminster. We are a well-resourced school, enjoying a modern, spacious building and impressive, attractive grounds. We are part of Victoria Academies Trust, a close-knit family of schools who share a passion for making all members of our schools the best that they can be.

Due to the promotion of the current caretaker to the trust central team we are looking to appoint a caretaker to work at our school for 37 hours per week full time with 5 weeks paid holiday and 8 paid Bank Holidays, hours to be agreed but school is open from 7am to 6pm.

Experience of working within a school setting or previous experience within a similar role would be an advantage.

If you enjoy working in a busy environment, are well organised and efficient we want to hear from you.

Birchen Coppice Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS Check.

For further details and application pack please contact Miss Hall (Business Support Officer/PA to Executive Headteacher) on 01562 823582 or via email office@birchencoppiceacademy.org.uk.

Please return completed applications marked for the attention of Headteacher, Mrs Sandra Pennington, Birchen Coppice Academy, Woodbury Road, Kidderminster DY11 7JJ or to the email address.

Closing Date: Friday 27th February 2026

Interviews: Week Commencing 2nd March 2026





Job Description

Responsibilities of the role

Caretaker – Birchen Coppice Academy

Position profile

Job title:	Caretaker
Responsible to:	Headteacher
Salary :	NJCo3 – NJCo4 £24,796- £25,185
Hours :	37 hours per week full time (actual hours to be agreed)

The postholder must at all times carry out her/his responsibilities with due regard to the Trust's policies including the Equal Opportunities Policy.

Particular responsibilities (that do not include or imply any voluntary activities)

Role Overview :

Under the guidance of the Estates Manager (EM) the school caretaker will assist in keeping the school premises maintained and fit-for-purpose, ensuring the Academy and Academy trust procedures and policies are adhered to.

Main Activities :

Security

- Maintain the security of the premises, its contents, and safeguarding requirements in accordance with the school's current needs
- Registered as a key holder – (Alarm call outs are dealt with by an external company)
- Securing and unlocking the school premises as required
- Be aware of who is on site and challenge unknown visitors
- Securing unoccupied areas throughout the day as required
- First line maintenance of fixtures and fittings, calling contractors for assistance or liaising with the Estates department
- Facilitate out of hours lettings when required

Heating and Lighting

- To ensure any defects or issues are either dealt with or report to the Estates department as appropriate
- Maintain appropriate temperatures in school
- To test emergency lighting systems monthly and replacing where necessary minor parts such as tubes, lamps, fuses etc in accordance with safe working practices
- Work at heights (e.g. Dining Rooms, Stair wells etc) in accordance with health and safety regulations

Responsibilities of the role continued

Cleaning/Maintenance

- To ensure any defects or issues are either dealt with or reported to the estates department as appropriate
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains and clear up spillages as required
- To ensure that gullies, drains etc are kept free from debris and that the site and grounds are litter free.
- Clear pedestrian access to the site particularly in adverse weather conditions (e.g. clearing snow, gritting, etc.)
- To dispose of waste materials in a safe hygienic manner ensuring that it is available for collection as required
- Maintaining the school premises as required. Examples include Painting, small and general repairs and renovation as required
- Removal of any waste
- General rounds maintenance including using sit on lawn mower for field

Porterage

- The porterage service will depend largely on the needs of the site and the contracted hours of the caretaker
- Receive, store and distribute goods delivered to school
- Taking delivery of stores, materials and other goods and safely storing
- To undertake porterage tasks as required including setting up and clearing away furniture

Services & Contractors

- To report emergencies in the case of faults with gas, electric and water supply to the estates department
- Under the direction of the estates department liaise with contractors for booking in services and showing contractors around the site
- Under the direction of the estates department, liaise with contractors attending site, being aware of their impact on those using the premises

Resource

- To control the requisition, storage and distribution of items
- To monitor stock levels of consumable items such as fuel, grit, LED boards and arrange to replenish supplies in accordance with current procedures
- To maintain appropriate records including compliance log and carry out meter readings

Routine Inspections

- Log school compliance. Example include:
- Fire alarm checks
- Fire Extinguisher
- Fire Sprinkler
- Fire Call points and green boxes
- Perimeter checks
- Playground equipment
- Emergency Lighting
- Water flushing

Training

- Will undertake relevant training to ensure skills and requirements of the role are up to date..

General

- Assisting with the maintenance of health and safety standards in the working environment including undertaking risk assessments as appropriate, with support from Elite H&S in Education and the estates department
- Promoting and enforcing the school's Health and Safety policy
- Promoting and enforcing the school's Safeguarding policy
- Support other schools within the trust in emergencies (as required)
- Any other duties commensurate with the nature and grading of the post

Note

1. This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder.

*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.

Person Specification

Caretaker - Birchen Coppice Academy

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good literacy & numeracy skills• Good communication skills• Good computer based skilled (Email, Word, Excel)• Driving licence	<ul style="list-style-type: none">• IOSH Certificate (or willingness to train)• D1 minibus licence
Skills and Knowledge	<ul style="list-style-type: none">• To be able to carry out general repairs without guidance• Ability to lift and carry items• Ability to follow and comply with instructions on equipment and/or materials usage• Willingness to work as part of a team• Ability to work to deadlines• Ability to manage own work effectively• Able to use own initiative• Ability to carry out health and safety checks and maintain relevant records• Experience of caretaking or premises management, building cleaning or building management• Use of general cleaning equipment and DIY skills• Taken responsibility for security of a building• Knowledge of security systems• Use of commercial site maintenance equipment (Preferred but not essential)	
Personal qualities	<ul style="list-style-type: none">• Proactive and innovative approach to work• Willingness to 'do what it takes' and commitment to the Academy's and Trust's values• Extremely conscientious and diligent/detail orientated approach to work• Ability to prioritise and manage conflicting demands• Willing to work outside of normal hours if required (with time off in lieu)• Willing to undertake relevant training• Attendance at courses related to role• The successful candidate will be subject to a DBS prior to taking up their appointment• The successful candidate will be required to attend regular safeguarding training• Are reliable, trustworthy and loyal.	

Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf \(victoriaacademiestrust.org\)](http://victoriaacademiestrust.org)



Victoria Academies Trust

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