



# Senior Caretaker

August 2025

37 hours per week, all year round

£24,790 to £25,183 (dependent on service and experience)

This does not include the Pay Award which has yet to be agreed.



# Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust as Senior Caretaker at Higham Lane North Academy.

This is an exciting and unique opportunity to be part of the opening and shaping of a brand new 11-16 school.

Our growing Trust currently consists of a diverse family of four schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We have a fifth school – a primary special school in Birmingham - joining us in September 2025.

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

A handwritten signature in black ink, which appears to read 'A. Dickinson'.

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

# Senior Caretaker



Are you seeking a career that is not only meaningful and purposeful but also has a lasting impact on children's lives?

Do you thrive in a dynamic, fast-paced environment where each day brings new challenges and opportunities?

Are you highly organised, adaptable, and skilled at communicating with a diverse range of individuals, including pupils, staff, and families?

If so, we have an exciting and rewarding opportunity for you to join the founding team of Nuneaton's brand-new secondary school as our Senior Caretaker. In this pivotal role, you'll be at the heart of the school's operations to deliver essential services that support both pupils and staff.

## Main Purpose:

As Senior Caretaker, you will be responsible for managing caretaking services to all buildings forming the school site, ensuring a safe and secure environment. You will have responsibility for undertaking minor or temporary maintenance and repairs and managing school caretaking/premises staff and holding budgetary responsibility for this. You will be responsible to the Headteacher or nominated representative for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site, as necessary. You will contribute towards maintaining a positive Health and Safety culture and will undertake the role of an appointed person. You will contribute to establishing and maintaining a culture of safeguarding children and contribute to the school's statutory duty to safeguard and promote the welfare of children.





# 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.hlna.co.uk](http://www.hlna.co.uk)) and email them to [jobs@hlna.co.uk](mailto:jobs@hlna.co.uk), indicating in the message title the post you are applying for. If you would like to have a chat about this post, please contact Kirstie Robinson, Headteacher Designate, on 024 7638 8123.

The closing date for applications is midday, Monday 23rd June 2025  
Interviews will likely take place later that week.

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

- Why you would like to work at Higham Lane North Academy
- Why you feel your personal qualities and experience make you an excellent candidate for this position.

# About Higham Lane North Academy



‘Everyone will excel through our high expectations and high levels of care and support. Higham Lane North Academy is a school where everyone is included and everyone belongs.’

**Kirstie Robinson**  
Headteacher

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We are aspirational and ambitious for the children of Higham Lane North Academy. We are committed to, and believe very strongly, that our pupils are given the very best education with which to build the foundations of their futures. Our core values of wisdom, pride, integrity, compassion and kindness will be the foundation of every policy, interaction and decision at Higham Lane North Academy between all members of staff, pupils and within the community. The North Way, based on supportive routines and expectations for success will be palpable throughout the school, meaning that teachers can flourish and thrive as they educate our pupils to be the best they can be.

## Why be a key part of Higham Lane North Academy?

We hold a strong commitment to supporting you to be the best that you can be as a professional. Not only will we continue to support your ongoing professional development, but we are unwavering in our commitment to provide you with the opportunity to be valued as an integral part of a team with your contributions recognized and celebrated within a culture of wisdom, pride, integrity, compassion and kindness.

## The first year and beyond at Higham Lane North Academy

In the first year we will be a fairly small team of approximately 18 – 20 teaching and support staff. As more pupils join the school, inevitably the team will grow. The first year provides us with a unique opportunity to work closely together and beyond subjects to support each other.



# Your Environment



## The school building and grounds

Higham Lane North Academy's building and grounds have been planned to create a learning environment that will provide high-quality educational provision, academic excellence, exceptional pastoral care and personal development in a school that will be at the heart of the community. Our convenient location provides easy access from the new Northern Link road that will link new housing developments in the north and east of Nuneaton, from the A5, and by bus. There will also be 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 studio
- Curriculum habitat areas
- Outdoor learning spaces
- Indoor 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 will benefit from:**

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- 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



Responsibility for others:

- The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for physical resources:

- The post has considerable responsibility for cleaning, maintenance and repair of a range of equipment or buildings and / or responsibility for security of buildings.
- TO SATISFY THE REQUIREMENTS FOR BAND E, THE POST MUST MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:

Responsibility for staff:

- The post has direct responsibility for a small team of employees, including recruitment, training, work allocation and performance management

Responsibility for budget:

- The post has some direct responsibility for financial resources, including placing orders, verifying invoices and monitoring expenditure against a specific budget.

## TYPICAL TASKS

Security and Access:

- Carry out security procedures for the school buildings and grounds
- Routine and non-routine opening and closing and security of premises and grounds
- Take action to prevent trespass on the premises
- Ensure unauthorised parking of vehicles does not occur
- Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

Cleaning:

- Ensure the premises and furnishings are cleaned in accordance with the school's/authority's standards, including supervising, organising and appraisal of work of cleaning staff
- Carry out regular cleaning inspection and maintaining log sheet
- Ensure floors are stripped and retreated at appropriate intervals
- Order cleaning materials and equipment in liaison with Trust counterparts
- Undertake and support cleaning of the site and, on occasion, other sites within the Trust
- Maintain time book, fill in claims forms etc.

Health & Safety:

- Complete regular fire tests, maintaining logbooks
- Assist the Headteacher with any Health and Safety issues relating to the premises, including being the appointed person onsite for Health and Safety.

Staff Management / Financial responsibility: as referred to above

#### Site Maintenance:

- Ensure that site is maintained and fit for purpose
- Carry out minor maintenance work and repairs.
- Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.
- Check for and report damage as appropriate
- Direct contractors to sites of repair and maintenance work
- Inspect work of contractors where satisfaction note required
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available. Training will be made available to fulfil this aspect within a new school building.
- Undertake grounds maintenance tasks such as hedge trimming, lawn maintenance, weed control and clearing of areas as required
- Carry out frost precaution procedures
- Carry out procedures in event of fire, flood, breaking and entering, accident or major damage
- Provide emergency access in the event of snow or minor flooding or similar emergency situations
- Ensure playing areas and paths are free from litter
- Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary
- Ensure that caretaking and cleaning equipment is in a safe and working condition
- Undertake occasional painting (of doors/small areas etc)
- Undertake painting (of doors/small areas etc)

#### Stock:

- Receive delivery of stock, materials etc, ensuring appropriate storage.
- Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary
- Replenishing consumable premises supplies around school e.g. toilet tissue, towels etc.
- Lettings:
- Prepare for after-school activities and ensure accommodation is prepared for normal school use
- Willingness to undertake school lettings in accordance with the letting's procedures

#### Other:

- Moving equipment and resources as required marking sports pitches (where appropriate)
- Attendance to specific school meetings if required
- Assist Headteacher (or nominated representative) in undertaking risk assessments
- Willingness to train and undertake the role of a First Aider on site

Note: These are broad descriptions of the types of duties/activities expected of a post at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.



**Every child at HLNA will  
have a champion.**



# Person Specification



## Skills and knowledge



- Be aware of and understand 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
- Flexibility
- Set a good example by one's own presentation, personal and professional conduct
- Willingness to undertake relevant training
- Team player



Higham Lane North Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure. Higham Lane North Academy is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the School website, describes why and how we collect and use personal data and provides information about individuals' rights.





# Build Progression

01



2024

June

- Lift shafts poured
- Section A steels in place
- Staircases installed
- Drainage installed for school and pitches
- Final fences starts to be installed

02



2024

July

- Steels completed through out
- Concrete slabs laid
- Roof started (insulation and sealing)
- Building insulation (interior walls) installed.
- New road to school started

03



2024

September

- Section A internal partitions started
- Window installation started
- Roof being sealed
- Final concrete slab laid
- Building insulation (interior walls) continued
- New road being built

04



2024

November

- Brick work continued
- Internal boarding finished
- Skimming of walls started
- Wall colours, carpets and blinds chosen

05



2025

January

- Solar panels fitted to roof
- Walls plastered
- Car park area prepped
- Gates installed
- Walk-in fridge and freezer installed in kitchen

06



2025

March

- Walls have been plastered
- Car park bricks laid
- Base coat of paint applied in rooms
- Gold cladding added to the exterior
- Lifts installed



[Contact Us](#)

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