

Application Pack

Multi-site Caretaker

An extraordinary education for every pupil



Welcome

Summerhill Primary Academy and Jubilee Park Academy have an exciting opportunity for a dedicated, skilled and inspirational Multi-Site Caretaker who has the desire and drive to work collaboratively across the family of schools within our growing multi-academy trust. We are proud to have a team of highly talented and experienced professionals who work passionately to support our schools in creating inspiring learning opportunities and improving life chances for all. This is an outstanding opportunity for the right person to make their mark.

Summerhill Primary Academy and Jubilee Park Academy have proudly been part of the highly successful Rivers CofE Academy Trust since November 2020. We are a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 800+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Overview

Summerhill Primary Academy is a 4 -form primary school located in Tipton, Sandwell. It has 799 pupils from age 3-11 and 120 staff.

Established in 2005 , Summerhill Primary School became an Academy in 2017 and have since joined The Rivers CofE Academy Trust in 2020, as Summerhill Primary Academy.

Performance

At this school 53% of pupils meet expected standard at Key Stage 2.

Summerhill's latest Ofsted judgement: "Good " (March 2022)

Jubilee Park Academy is a 1- form primary school located in Tipton, Sandwell.

It has 220 pupils from age 2-11 and 30 staff.

Established in 2003 , Jubilee Park Academy joined The Rivers CofE Academy Trust in 2020.

Performance

At this school 63% of pupils meet expected standard at Key Stage 2.

Jubilee's latest Ofsted judgement: "Good " (April 2025)

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



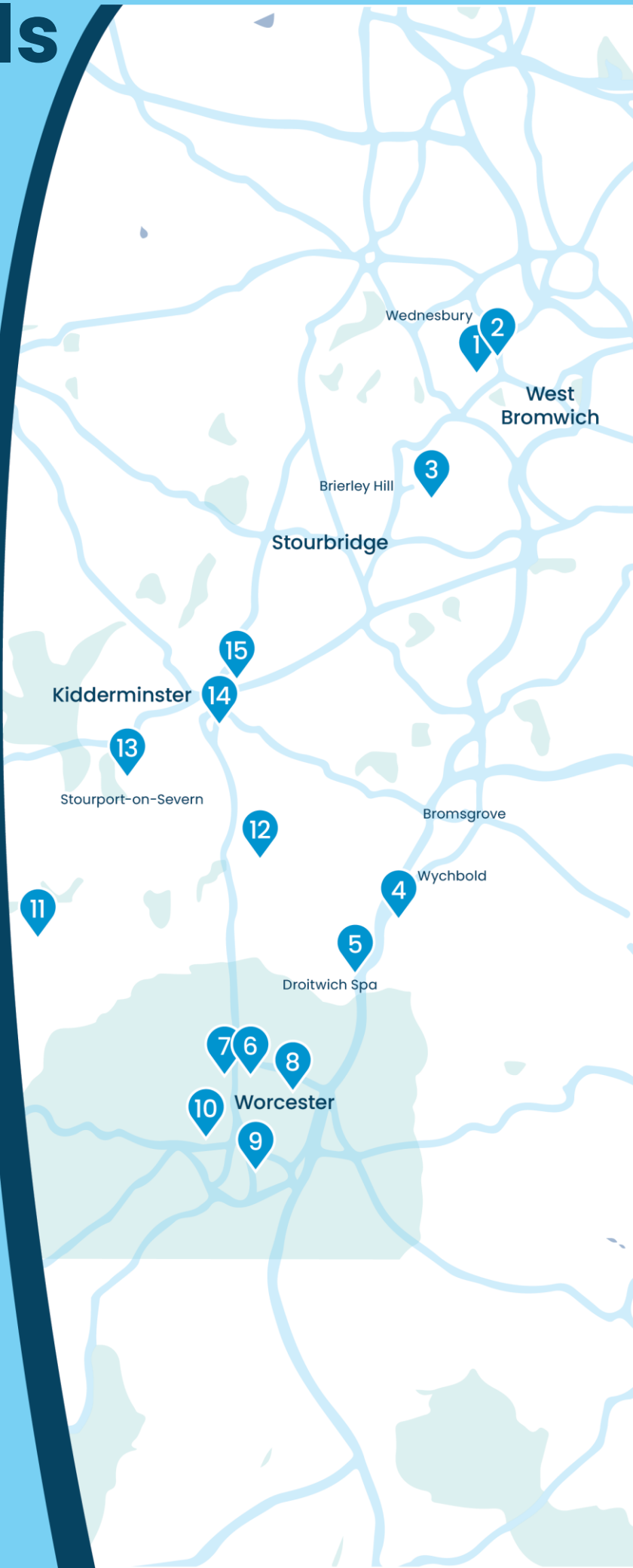
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Governments Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure a guaranteed income in retirement, unaffected by investments performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title: Multi-site Caretaker

Salary: Scale 3, Point 5-6 FTE: £25,583-£25,989. Actual Salary based on initial hours £13,828- £14,047.

Start Date: ASAP

Contract Type: Permanent, Full Year. Variable hours 20-37. Starting on 20 hours per week.

Hours: Variable Hours 20-37 starting on 20 hours per week. Shift working: Monday-Friday between the hours of 06:30am-18:30pm. Hours to be agreed with successful candidate upon appointment. We anticipate the need for overtime and the potential for increased hours in the future.

Reporting To: Headteacher, Hub Site Manager.

Location: Summerhill Primary Academy: Upper Church Lane, Tipton, West Midlands
Jubilee Park Academy: Highfield Road, Tipton, West Midlands

About: The closing date for applications is **9am Wednesday 7th January**. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-spa@riverscofe.co.uk.

Interviews for this post will take place W/C Monday 12th January. Shortlisting will take place by Thursday 8th January. If you have not heard back by this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 557 3282. We look forward to hearing from you

Job Description

Key Purpose:

To ensure a well maintained, safe, secure and clean environment in order to facilitate the effective use of the school by those staff and pupils who occupy it.

Main Activities:

- Carrying out security procedures for school buildings and grounds.
- Playground weekly checks
- Opening and closing of school premises, including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services.
- Regularly checking and ensuring emergency exits are not obstructed.
- Liaising with the emergency services including calling out as required.
- Reporting acts of theft or vandalism to the Head/Business Manager and/or police as necessary.
- Supervising cleaning staff.
- Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.
- Ensuring removal of waste to appropriate disposal points.
- Taking on cleaning duties in the event of staff sickness or temporary vacancy.
- Assist in unpacking or storing cleaning materials and equipment. Manual Handling Duties and Furniture Moving
- Emergencies Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Report all defects which require specialist repair to the Business Manager or Head.
- Inspect electrical fittings and report defects as required.
- Arrange annual PAT testing of equipment. Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and report/repair defects as appropriate.
- Synchronise clocks, time switches, etc, as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Head, Hub Site Manager.
- Purchase materials for minor repairs.
- Carry out minor works in order to improve the site as required by the Head and Board of Governors.
- Attend appropriate training courses as required by the Head.
- Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis. Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of school, report/repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights, etc.
- Keep entrance to the school, inside and outside, clean and clear of obstructions at all times.

- Be responsible for the supply and availability of all hygiene materials.
- Remove graffiti etc, as required.
- Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis. Clean and clear all drains and gullies to ensure effective and healthy operation.
- Clear leaves, snow, ice and moss as appropriate, including treatment of surfaces with salt, etc.
- Inspect all outside areas for dangerous materials and remove – including external emergency cleaning of spillages.
- Carry out external window cleaning where required.
- To undertake any further training as required.
- Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
- It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
- To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Interest, ability and relevant experience in caretaking and general maintenance• Evidence of reliability and the ability to work on one’s own initiative as well as working within a team environment	<ul style="list-style-type: none">• Experience of working in a school
Skills and knowledge	<ul style="list-style-type: none">• Excellent communication and interpersonal skills• Ability to be attentive to detail, work to high levels of competence and adhere to strict deadlines• Ability to understand and carry out verbal and written instructions• Ability to work flexibly as the need arises	
Personal Qualities	<ul style="list-style-type: none">• Enthusiasm and a positive outlook• Excellent attendance and punctuality• Responsible, honest and reliable• Good personal organisation• Calm under pressure• A sense of humour	

How to Apply

Application forms are available to download here: [Home | Summerhill Primary Academy](#)

Please email completed application forms to hr-spa@riverscofe.co.uk by 9am Wednesday 7th January 2026.

Interviews for the position will take place W/C 12th January. We will be shortlisting by Thursday 8th January, if you haven't heard by this date unfortunately you have not been successfully shortlisted.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in working with us. If you would like to find out more or to arrange a tour of the schools, please get in touch using the contact details provided.



The Rivers
C.of E. Academy Trust

Get in Touch

Summerhill Primary Academy

T: 0121 557 3282

E: office-spa@riverscofe.co.uk

[Home | Summerhill Primary Academy](#)

The Rivers C of E Academy Trust

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