

Heronswood Primary &
Pre-School

Application Pack

Caretaker

An extraordinary education for every pupil



Welcome

Heronswood Primary School is an exciting and dynamic place to be. We aim to inspire our children with our curriculum which is designed to motivate and engage the children in their learning. Through an extraordinary education, we empower pupils to be life-long learners and see their limitless potential.

At Heronswood we strive to make the time our children spend at school as fun, exciting, engaging and as memorable as possible. We recognise that children learn best when they have an emotional connection to the activities they are participating in. We do this through a stimulating, vibrant curriculum but also by bringing in outside people and by taking the children out on trips and visits.

Overview

School overview template

Heronswood Primary School & Pre-School is a 2-form entry Primary School, with attached Pre-School and Tots Room, located in Spennells, Kidderminster

Currently fully subscribed for September 2026. It has 498 pupils from age 2-11 years on roll and 65 staff.

Established in 1982, Heronswood Primary School was one of the founding members of the Rivers CofE Academy Trust in 2014.

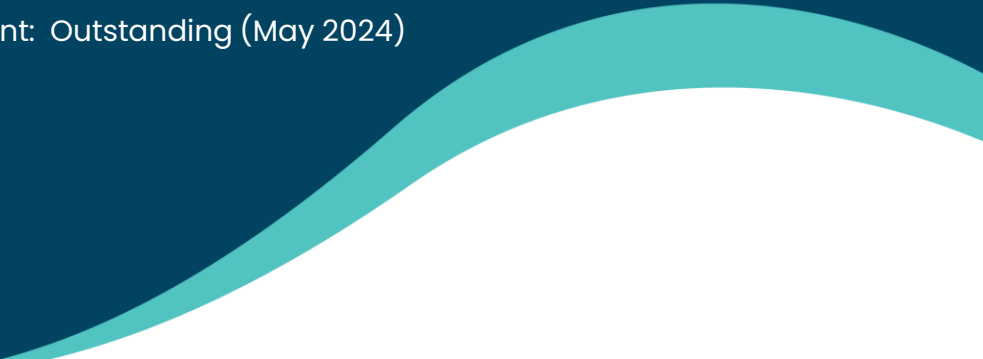
Ethos

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.

Performance

At this school 61% of pupils meet expected standard in Reading, Writing and Maths. 81% of pupils meet expected standard in Reading, 65% in Maths and 79% in Writing.

Our latest Ofsted judgment: Outstanding (May 2024)



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



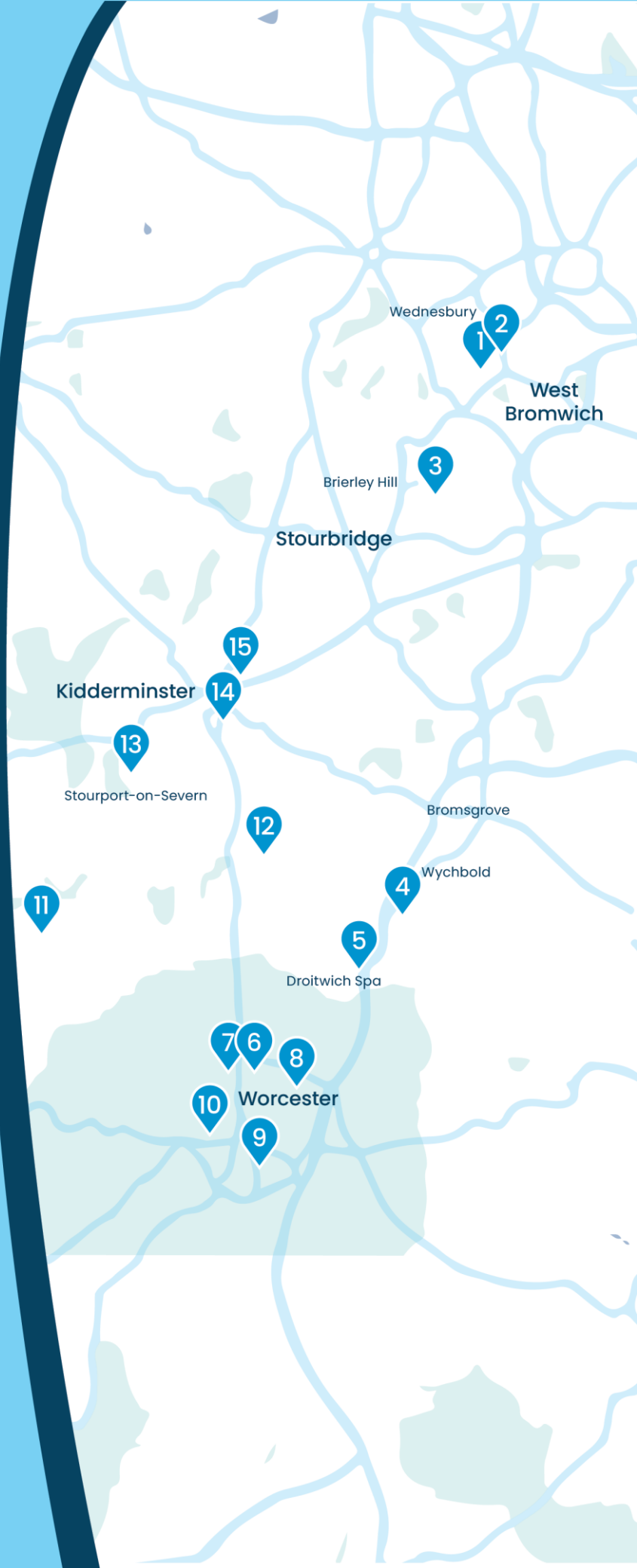
Respect



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 Government 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 and guaranteed income in retirement, unaffected by investment 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
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- 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:	School Caretaker
Salary:	Scale 3 – SCP5 £26,427 reduced proportionately to reflect part-time hours- Actual Salary £21,427.30 per annum
Contract Type:	30 hours per week, can be worked over 4 days, 5 days or split shift, permanent, year round
Reporting To:	Headteacher / Office Manager
Start Date:	ASAP
About:	We have an exciting opportunity to join the friendly team at Heronswood Primary School, part of one of the newly established River’s hubs. As a School Caretaker, you will be supported by the Hub Site Manager, as well as a collaborative network of Site Managers and Estates Staff from across the Trust. This wider network provides opportunities to share knowledge, learn from experienced colleagues and be part of a supportive professional community. We are committed to developing our staff and offer a range of ongoing training and development opportunities, with clear pathways for career progression across the Trust for those looking to further their career.

Job Description

Our People Values:

- Extraordinary Education, Extraordinary People, Extraordinary Futures – 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 – Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Accountabilities:

The appointee will work within the school as a member of the Site Team.

The Head Teacher/Office Manager will hold the post holder to account.

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.



Key responsibilities and activities:

- Carrying out security procedures for school buildings and grounds, where applicable.
- Respond to 'Issues' raised by staff on our compliance software, iAM Compliant.
- Conduct routine compliance checks and ensure the results are recorded on iAM Compliant.
- Regularly checking and ensuring emergency exits are not obstructed.
- Reporting acts of theft or vandalism to the Head /Office Manager.
- 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 as required.
- Portage of materials, furniture and equipment and any other manual handling duties.
- Making safe all electrical and gas emergencies.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Escalate all defects which require Site Manager skillset to repair to Hub Site Manager and inform Head / Office Manager.
- Inspect electrical fittings and report defects as required.
- Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and repair defects or escalate to Hub Site Manager, where necessary.
- Synchronise clocks, time switches, etc, as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Be responsible for the supply and availability of all hygiene materials.
- Remove graffiti etc, as required.
- Purchase materials for minor repairs.
- Carry out minor works to improve the site as required by the Head/OfficeManager.
- Attend appropriate training courses 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.
- 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.
- 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.
- Carry out minor works to improve the site as required by the Head/Office Manager.
- Any other administrative tasks set by the Senior Leadership Team.

Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
- 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
- To report to line manager, or other appropriate person, in the event of awareness of bad practice
- Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust 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.

Person Specification

Criteria	Essential	Desirable
Education and qualifications	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. Minimum of level 2 English and Maths.	
Experience, knowledge and skills	Good level of IT skills. 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.	Experience of working in a school. Experience of working with iAM Compliant.
Personal Skills	Enthusiasm and a positive outlook. Excellent attendance and punctuality. Responsible, honest and reliable. Proactive. Good personal organisation. Calm under pressure.	

How to Apply

Application forms are available to download here: [Vacancies | Heronswood Primary School](#)

Please email completed application forms to hwoffice@riverscofe.co.uk

Closing date 9am on Monday 2nd November 2026

Interviews will be held on the Friday 13th November 2026

A tour of the school can be arranged upon request. Please email hwoffice@riverscofe.co.uk to arrange a visit.

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.



The Rivers
C.of E. Academy Trust

Get in Touch

Heronswood Primary School & Pre-School

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