Thornhill Academy

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Caretaker

Thornhill Academy, Sunderland

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM THE CEO

Dear Candidate,

Thank you for your interest in the position of Caretaker at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.



Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

WELCOME FROM THE PRINCIPAL

Dear Candidate,

Thank you for the interest in working at Thornhill Academy. I am immensely proud to be the Principal of this academy. All our staff at Thornhill are committed to giving our students high-quality education; an education that will help them become the best they can be. As well as aiming to prepare our students for success in studying at the Academy, we aim to prepare them for success in their life beyond Thornhill too.

At Thornhill Academy, we aim to work collectively with our local community to provide the highest-quality education in an environment which is welcoming and inclusive. Our mission is simple- to enable children to access the best university or alternative fulfilling career. This means that, in time, they will contribute positively to their community. Every member of our Academy is clear on what we want to deliver to current and future students, through equal opportunities, for every pupil to succeed. There are no excuses for under achievement at Thornhill.

Thornhill Academy is proud to be part of Consilium Academies Trust. As part of Consilium, we are dedicated to working towards the Consilium vision of 'Excellence and Equality with Integrity.' However, we also operate from three school values of effort- we work hard, fairness and kindness.

Our Ofsted recent inspection in May 2024 which graded the school as 'good' highlights the rapid improvement journey our school is on. We are not stopping there and have a lot more to achieve- this is a really exciting time to join us! Our school is also due to be rebuilt- with construction work commencing in April of 2026.

I am looking for a caretaker who will work well with our existing site team and go the extra mile to ensure our school environment is safe, well presented and looked after. There are a range of qualifications listed on the person specification; if you do not have these qualifications but would be willing to obtain them when needed then we are happy to hear from you. This is a crucial role and I am more than happy to welcome any potential candidates to our school for an initial tour.

I look forward to receiving your application.

Yours sincerely,

Mr. L. Clark.

ABOUT THE SCHOOL

Thornhill Academy is an 11 to 16 secondary academy, with over six hundred students which occupies a large site in close proximity to Sunderland City Centre. Thornhill Academy is a unique school in its area, this uniqueness comes from the diversity of our student population. Across the school, students come from 14 different ethnicities, with 35 different languages. We are proud to be this vibrant and diverse community and have developed a culture that has moved far beyond tolerance and one in which we celebrate, learn from, and embrace our differences. The diversity of our community offers students and staff rewarding and deeply engaging experiences and supports staff on their journey to become inspirational and reflective practitioners, improving life chances for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment and excellence.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing and learning from challenges. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

In December 2022, we were delighted to be named on the Department of Education's list of schools as part of the School Rebuilding Programme (SRP), being named in July 2023 as one of the fifty initial schools for development. We are now beginning the exciting journey to bring a state-of-the-art school to our community.

ABOUT THE TRUST

Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- Expert Knowledge: We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- Ambitious Curriculum: Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- Effective Pedagogy: Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- Purposeful Practice: We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- Rigorous Assessment & Intervention: We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- Rich Culture: Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

BENEFITS

As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.

- A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER
- 34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF
- EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK
- A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION
- FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.
- ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES
- ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY
- AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE

JOB DESCRIPTION

JOB TITLE:	Caretaker
REPORTS TO:	Site Manager
CONTRACT:	Permanent
WORKING PATTERN:	Full Time All Year round
GRADE:	Grade 4 SCP 6 – 8
ACTUAL SALARY:	(£26,847 - £27,709)

MAIN PURPOSE OF THE ROLE

- To support the delivery of all facilities matters at the school, including day to day hard and soft services.
- To deliver caretaking support to the school ensuring that the premises are well maintained, and operational services are provided to a high standard.
- To contribute to an overall safe environment for users of the school premises and ensure compliance with health and safety and operational standards as required.
- To ensure the school is operational and its facilities are functioning correctly.

CORE RESPONSIBILITIES & TASKS

Health and Safety

- Follow safe working practices when carrying out required duties, ensuring that procedures are adhered to and accurate records are maintained.
- Undertake dynamic risk assessments as directed in line with health and safety regulations and ensure agreed RA's are followed accordingly
- Work closely with the Site Manager and health and safety team to ensure best practice is achieved, including making recommendations and changes where required.
- Support the school senior team and wider trust colleagues to manage incidents and deliver an effective business continuity plan when required.
- Carry out routine tasks to underpin and contribute to the effective maintenance of records and information, including daily checks and inspections in accordance with industry best practice as directed by the site manager.
- Carry out routine tasks to underpin and contribute to the school's fire safety requirements including inspections, processes, and daily checks.
- Financial Management
- Support the Site Manager to ensure availability of critical spares and stocks required for the day-to-day management of the site.
- To abide by the Trust Financial Procedures document.

Site Security

- Act as a secondary keyholder for the school and respond to call outs and emergencies as required to include securing site following damage.
- Ensure the correct use of security systems, including locks, alarms and CCTV ensuring their function and reporting issues for repair.
- Participate in site cover, following shifts and rotas to provide sufficient staffing at the school to meet the opening times required.
- Be responsible for opening and locking the school in accordance with shift requirements.
- To ensure contractors are correctly supervised and overseen whilst on site as directed by the site manager.
- To support the Site Manager in provision of fully operational CCTV provision in accordance with CCTV Policy. This may involve collaborative working with IT and external providers.

Maintenance Management

- Ensure that all property and grounds are maintained in accordance with agreed programmes and to established standards.
- Respond to repair requests from the school helpdesk within the timescale given. Ensure that identified repairs are completed to a high standard or escalated to the site manager for completion by a contractor.
- Monitor plant and equipment to ensure it is operational and properly maintained in a safe working condition.
- Ensure that all programmes for inspection and repair are undertaken within the required timescale escalating issues to the Site Manager when necessary.
- Carry out planned and reactive maintenance tasks under direction of the Site Manager as required across a multi-skilled range of work.
- Monitor the function and provision of all services, taking reading of meters and reporting issues or hazards to the Site Manager.
- Carry out ground's maintenance duties to the school and playing fields which fall outside of SLA Grounds provision.
- Be responsible for keeping accurate records of duties undertaken to assist the Site Manager.
- To form and maintain positive relationships with external contractors whilst providing a level of first line challenge and accountability on behalf of the school

Housekeeping

- Carry out the porterage of goods, furniture, and equipment on behalf of the school.
- To respond accordingly to the schools cleaning requirements outside of the SLA provision or responsibilities of school cleaning team.
- Carry out waste collection and management around the school premises as directed by the Site Manager. Ensure compliance with environmental and sustainability requirements.
- Carry out housekeeping checks of the premises and grounds to ensure the site is clean, tidy, and safe for occupation.
- Check and restock all consumables in line with the work schedule, ensuring stocks are well managed.
- Carry out emergency deep cleans as required.
- Respond to weather events to clear ice, snow or minor flooding as required by the emergency management plan.
- Establish routines to ensure staff and student Safeguarding remains paramount to carry out dynamic, visual checks throughout the shift and report/act accordingly.
- To ensure high standard of estates support is delivered all year round.

Capital Projects and Minor Works

- Assist the central estate team with maintenance projects, including escorting contractors and escalating issues to management when discovered.

CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION

Training and Qualifications	Essential	Desirable
Competent in the use of small tools	✓	
IWFM Level 2 or similar or willingness to obtain		✓
Caretaking NVQ Level 2 or similar or willingness to obtain		✓
Recognised trade qualification in plumbing or electrical or similar		✓
Current first aid at work qualification or willingness to obtain		✓
PASMA certified or willingness to obtain		✓
Skills and Knowledge	Essential	Desirable
Ability to organise and prioritise workloads in a demanding environment.	✓	
A working knowledge of buildings and carrying out first line repairs.	✓	
Knowledge of relevant procedures for cleaning and security in an education environment	✓	
A working knowledge of relevant health and safety processes	✓	
Competent with standard ICT applications and web-based platforms	✓	
Ability to provide informative, concise reports in both written and verbal format	✓	
Personal Attributes		
Personal pride in promoting a high standard and contributing to a positive image of an organisation.	✓	
Able to work with a high demand and fast paced workload.	✓	
A proven track record of adapting to change, using creativity, and working with others to develop good relationships.	✓	
An ability to work at pace with physical effort as required to achieve manual tasks.	✓	
Remain flexible with working hours if required to support the academy	✓	
Forward thinking, solution focused	✓	
Experience	Essential	Desirable
Proven experience of working in a practical role maintaining facilities or premises.	✓	
English Fluency	Essential	Desirable
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad	✓	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.	✓	