



Co-op Academy
Delius

ASSISTANT CARETAKER

Co-op Academy Delius

Candidate Pack



Welcome

Dear Applicant,



It is a pleasure to welcome you to Co-op Academy Delius.

It is a true honour to serve as the new Head of School at this remarkable Academy.

Since joining in 2020, I have had the privilege of seeing first-hand the dedication, skill, and passion of our staff, who work tirelessly to provide the very best educational experiences for our pupils. Together, we deliver an ambitious, specialist, and personalised curriculum that enables every child to thrive. We believe that learning to communicate is a vital foundation for our pupils; helping them to access the wider world, keep themselves safe, and grow towards greater independence.

At Co-op Academy Delius, we place partnership at the heart of everything we do. By working closely with families, medical and non-medical professionals, Community Council Members, and the wider community, we ensure that the holistic needs of our pupils are met. The voices of all those who are important in our pupils' lives are not only valued, but actively shape the ongoing development of our curriculum.

My vision is for our Academy to remain a safe, positive, nurturing, and aspirational place where pupils are provided with irresistible opportunities to engage in learning, and where both staff and pupils feel valued, supported, and celebrated for their achievements.

I warmly invite you to explore our website and social media to discover more about our work - or better still, come and visit us to experience first-hand the inspirational environment that makes Co-op Academy Delius such a special place.

Matthew Round | [Head of School](#)



At Co-op Academy Delius, we believe we should all have an equal chance to succeed. We are committed to delivering an exceptional educational experience designed to meet the needs of every pupil.

Our goal is to provide a personalised, ambitious, and challenging curriculum that allows all pupils to reach their full potential while promoting independence and active participation in their education.

Our students thrive in an environment where they are valued for their unique qualities, and our high aspirations propel them toward exceptional achievements.

Working at Co-op Academy Delius means joining a passionate team that believes in the limitless potential of its pupils. Staff here are not just teachers but mentors who recognise and nurture each student's unique talents and aspirations.



Curriculum

Our bespoke curriculum is designed to accommodate the diverse needs of our pupils. It focuses on both academic and holistic development, ensuring students acquire essential skills and knowledge. Themes and topics are carefully selected to provide exciting, real-world learning experiences. Each key stage accesses the same themes, but differentiation is provided to challenge students at every level, ensuring progression as they advance through their school journey. Communication is a priority at Delius, as we recognise that strong communication skills are essential for safeguarding and success in all areas of life. Our curriculum emphasises the development of these skills, with books and themes supporting communication for all pupils. Additionally, our curriculum focuses on life skills, independence, and preparation for the future, ensuring our pupils are equipped for the next stage of their education and beyond.

Values

Our academy is grounded in Co-op's values - self-help, equity, and social responsibility - promoting a caring, inclusive environment where respect and cooperation are key. Students and staff are encouraged to embody our Ways of Being in their everyday actions. These include; "Do What Matters Most," "Succeed Together," "Be Yourself Always," and "Show You Care." Our shared values are visible in the everyday culture of the school, creating a strong sense of community.



Facilities

The academy is equipped with state-of-the-art facilities, providing a rich learning environment tailored to the unique needs of our pupils. These include a hydrotherapy pool, sensory rooms, and therapeutic spaces designed to support pupils' sensory and physical development. Our highly trained and passionate staff ensure that each child receives the individualised support they need to thrive, creating a safe and stimulating environment where they can flourish.

We also offer a wide range of extracurricular activities such as educational visits and hands-on learning, to enrich pupils' experiences. Our commitment to providing a safe and welcoming environment ensures that all students feel comfortable and valued, fostering a sense of belonging that enhances their educational journey.

Joining Co-op Academy Delius means becoming part of a dedicated and passionate team of professionals who are committed to making a difference. The academy's ethos of inclusivity, personalised education, and community engagement provides a rewarding environment for staff, where creativity and collaboration are encouraged. You will work alongside passionate educators and have the opportunity to make a real difference in the lives of young people, helping them to discover and achieve their full potential.

ASSISTANT CARETAKER

Job Description

Salary / grade range	SCP 4 - 6 £24,404 - £25,183 pa (actual salary based on 37 hours per week all year round) (pay award pending)
Location	Co-op Academy Delius - Across two sites, Barkerend Road & Princeville Street
Reports to	Operations Manager - Kelly Potts

Purpose of role:

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed. In addition the post holder may be required to work during the evening after 6pm or on a Saturday or Sunday daytime to cover lettings, maintenance work at site or other school activity by agreement with the school Leadership Team. Reasonable notice will be given when overtime working will be required. Overtime payment will be made in these circumstances.

Key accountabilities (and specific duties / responsibilities):

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings/gates at predetermined times
2. Carry out and keep records relating to maintenance, Health & Safety and security checks as per daily, weekly, monthly and quarterly check lists, updating Parago in house system as required..
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
4. Undertake general portage duties including moving furniture and equipment within school. Preparing meeting rooms/training sessions to ensure the smooth operation of the school.
5. Using initiative and without supervision, undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site. Report all maintenance issues to the site manager and keep a log of repairs.
6. Day to day control of cleanliness and tidiness, ensuring the environment, inside and out supports learning. Replacing such consumables on the premises in appropriate locations, e.g hygiene products.
7. Operate systems such as heating, cooling, general lighting, swimming pool (including pool testing) and security (including CCTV and alarms)
8. Collect /Receive deliveries to the school site and distribute in a timely manner.
9. Minor plant maintenance in accordance with agreed working practices and procedures. Following training support with the maintenance and daily operations of the swimming pool including carrying out water tests and other plant duties.

10. Collect and assemble waste for collection. Assisting with a litter free environment.
11. Undertake lettings and carry out associated tasks,(including pool tests) in line with local agreements. Liaise with a third party letting agency with regards to use of the academy buildings out of hours. This may require some weekend work.
12. Assist with school events and set up.
13. Stock control and timely ordering of consumables, and materials.
14. Assist in the organisation of external space, particularly those areas developed for gardening, horticulture and / or habitat.
13. Minibus Driving to assist with events/trips etc. Taking deliveries and collections of equipment, between sites
14. Is a designated key holder to the entire premises of school and campus, providing emergency access to the school site.
15. Act as school contact in relation to premises and liaise with contractors.
16. Be an effective member of the Schools' Business Support Team.
17. Take responsibility for all keys and their issue and replacement and keep a log.
18. Organise testing for fire and health and safety procedures.
19. Assist the Operations Manager in undertaking relevant risk assessments.

General Responsibilities:

- 1.Undertake relevant and whole school related training as required.
- 2.Promote, respect, understand and celebrate diverse cultures, languages, ethnic groups, faith groups, gender diversity and orientation and disabilities.
3. Create and maintain an effective partnership with pupils/ parents/carers/ families and staff to support and improve outcomes for pupils.
4. Uphold the ethos and policies of the school
5. Be fully involved in the school and campus community
6. Take on any duties commensurate with the role which supports the aims of the school and purpose of the post.

Individuals in this role may also undertake some or all of the following:

1. Periodic cleaning of designated areas of the school building and grounds according to instructions.
2. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
3. Furniture/Redecoration requirements.
4. Act as school contact in relation to premises related contractors.

General

1. Compliance with all academy policies and procedures, including child protection and safeguarding policies.
2. Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day-to-day running of the Academy.
3. Model Co-op Academies 'Ways of being'.

Indicative knowledge, skills and experience

- Knowledge / skills equivalent to current national qualifications level 2.
- Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none">• GCSE Grade C in Maths and English (or equivalent)• Relevant health and safety training e.g. manual handling, working at height, COSHH, fire safety experience		AIT
Experience <ul style="list-style-type: none">• Experience of maintenance and H&S in a fast-paced environment		AIT
Skills, Ability, Knowledge <ul style="list-style-type: none">• Knowledge of, and practical experience of implementing site related health and safety requirements• Able to complete complex tasks with autonomy and prioritise• Evidence of responding to queries in a professional and swift manner• Working within an educational setting• Excellent organisational, oral and written communication skills• Able to use email and relevant systems (training can be given for specific systems)		AIT

<ul style="list-style-type: none"> ● Knowledge and expertise in minor maintenance and repair ● Able to lone work 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Good communication skills to build relationships with key stakeholders. ● Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles. ● A commitment to child protection and the safeguarding of children and young people. ● All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. 		AIT

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Ofsted September 2023

Please read our successful Ofsted Report, rated as "Good" here are just a few statements which we are particularly proud of:

"Leaders at all levels ensure the curriculum is designed well to meet the needs of pupils with SEND. The ambitious curriculum clearly sets out the key knowledge and skills pupils will learn".

"Leaders at all levels ensure staff feel well supported".

"Staff feel equipped to support and teach pupils well.....They say that their workload is manageable and that they have job fulfillment".

"Leaders at all levels carefully consider ways to promote diversity and explore pupils' heritage..... The school is calm and orderly. As a result, pupils behave well".





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<https://delius.coopacademies.co.uk/>

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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.