

# Applicant information

## Grounds Keeper



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Working  
together,  
achieving  
success

# Welcome

## From the Head Teacher



Dear Applicant,

Thank you for your interest in the vacancy at Catcote Academy. We are delighted that you are considering joining our dedicated and passionate team.

Catcote Academy is proud to be part of Hartlepool Aspire Multi-Academy Trust, which currently comprises Catcote Academy (supporting secondary and Post-16 students) and Catcote Futures (a specialist FE college). As a Trust, we operate across eight sites, each offering unique learning and development opportunities for our students, including our employability and community-based training provisions.

At Catcote Academy, we are committed to delivering a high-quality, inclusive and enriching education that empowers our students to achieve their full potential. Our staff and trustees have high aspirations for all learners, and we work tirelessly to provide a supportive, engaging and inspiring environment where personal and academic achievements are celebrated.

If you share our passion for education and making a difference in the lives of young people, we encourage you to explore this opportunity further. We look forward to receiving your application and the possibility of welcoming you to our team.

If you require any further information or would like to visit the school please contact us via  
[jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)

Kind Regards,

Lisa Greig  
Head Teacher

# Vision & Mission

## Hartlepool Aspire Trust Vision

**To be an innovative centre of excellence, providing outstanding, personalised education for all students**

## Mission Statement

**We are committed to providing an environment where students are offered every opportunity to maximise their potential, grow in confidence and above all be happy and safe**

To achieve this, we will:

- Provide a wide range of personalised learning experiences which are exciting, challenging and accessible to all
- Prepare students for a meaningful future by promoting independence, resilience and lifelong learning
- Promote tolerance and respect for individual differences, abilities, needs and beliefs
- Create a safe, caring environment in which everyone is healthy, happy and ready to learn
- Foster positive working relationships with parents, multi agency professionals and the local community
- Maintain a culture of vigilance and a commitment to keeping all students, staff and visitors safe

Focus on  
what we  
can do



# Our Values

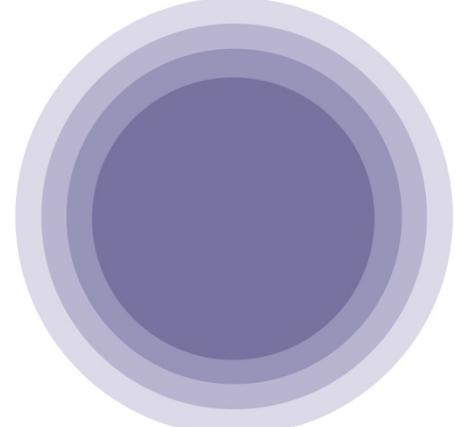


We embrace the following core values within Hartlepool Aspire Trust:

- **Aspirational:** We have high aspirations for all
- **Safe and Happy:** We have a culture of vigilance and practice being safe at all times
- **Proud:** Focus on what we can do and are proud of achievements and each other
- **Inclusive:** Everyone matters and we celebrate everyone's uniqueness
- **Resilient:** We have strong positive relationships and embed emotional education into daily life
- **Enriching Lives:** We strive to make a difference and enable everyone to live their best adult life



# Context



**The academy caters for students with learning difficulties and associated needs between the ages of 11 and 19, at the main academy and sixth form sites in Hartlepool. All students have moderate, severe or profound learning difficulties.**

The Trust currently operates over eight sites which includes Catcote Academy on Catcote Road, a sixth form centre on Brierton Lane, a sixth form and employability centre at Throston, an employability hub in Middleton Grange shopping centre, Catcote Futures on Warren Road, Catcote Metro (retail outlet) in Hartlepool Middleton Grange shopping centre, The Vestry (community coffee shop) in Christ Church Art Gallery and a Caravan situated in Crimdon Dene Holiday Park. We are an inclusive community that respects others, champions individuality, and celebrates all achievements.

We aim to provide an engaging and ambitious curriculum, delivered within a safe and supportive environment. We are committed to and passionate about the learning and progress of our students. Catcote prides itself in raising aspirations and maximising potential which will enable all students to thrive and go on to live their best adult life.

# Context

## Employee Benefits

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation
- A strong wellbeing offer that fosters a supportive and positive work environment
- Continuous professional development
- National Terms and Conditions of Employment
- Teachers' Pension Scheme/ Local Government Pension Scheme

### **Employee Assistance Programme including:**

- 24/7 GP service
- Nurse support service
- Stress Management
- Maternity and Paternity support
- Physiotherapy
- Bereavement support
- Menopause counselling
- Men's mental wellness support
- Face to face counselling services
- Financial wellbeing coaching
- Access to useful wellbeing resources

# Advert

## **Grounds Keeper**

**Job Type: Permanent**

**Band 5 – SCP 5 (£20,742 per annum)**

**\*Average 30 Hours per week**

**Reference: 2026001**

Catcote Academy provides learning for a wide range of students with Learning Difficulties or Disabilities.

An opportunity has arisen for a Grounds Keeper to join the Premises team. Applicants will have suitable working experience of all aspects of grounds keeping.

This role is multi-site across Hartlepool Aspire Trust and Catcote Futures.

\*Hours will be flexible with more hours being worked during seasons with a higher work load and a reduction in hours in the winter months.

**Closing date:** **Friday 23<sup>rd</sup> January 2026**

**Interviews:** **Friday 30<sup>th</sup> January 2026**

**Start Date:** **ASAP**

Completed application forms to be sent to: Recruitment, Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ or email: [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)

You will need to meet the requirements of the person specification in order to be offered an interview. Only applications submitted on the Trust's application form will be accepted. Application forms can also be found at [www.catcoteacademy.co.uk](http://www.catcoteacademy.co.uk) (About Us/Vacancies).

We welcome applications regardless of age, gender, disability, ethnicity or religion.

Please see our website for our Privacy Notice (Job Applicants) regarding how we will use your personal information.

Please note that online searches will be carried out on shortlisted candidates to help identify issues that may need to be explored at interview.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**REHABILITATION OF OFFENDERS ACT 1974** - The position for which you are applying is exempt from this Act and requires an enhanced check to be made through the Disclosure and Barring Service (DBS), known as the disclosure process. You are therefore required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you. Enhanced Disclosure and check of the Children's and Adult's Barred list via the Disclosure and Barring Service is required for any successful candidate.

Please see the Privacy Notice (Job Applicants) on our websites for details of how we will use your personal data.

# Job Description

## GROUNDS KEEPER

### MAIN DUTIES:

- Maintenance of borders and garden areas
- Weed control (including chemical spray)
- Pruning of shrubs and small trees and hedge cutting
- Planting, maintenance of flower beds
- Weeding, soil cultivation, bed preparation
- Removal of all garden and external rubbish, collection of leaves, litter picking
- Compost managements
- Mowing and strimming of grassed areas
- Keeping paths free from ice and snow
- Use of gardening equipment inc. ride on mowers
- The above applies to all Trust sites

### OTHER DUTIES:

- Participate in regular staff meetings and training as and when required
- Willingness to work overtime if required
- Direct and support students in assisting in grounds keeping duties as part of work experience
- Safeguard and promote the welfare of children/vulnerable adults for whom you have responsibility or come into contact with, to include adhering to all specified procedures
- Carry out duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
- Comply with health and safety policies and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
- Comply with health and safety, food and food hygiene legislation
- Any other duties of a similar nature related to the post, which may be required from time to time
- Comply with all Trust policies, including the no smoking policy

# Person Specification

<b>Administrative Assistant – Essential Criteria</b>			
	Criteria No.	Essential	Stage Identified
<b>Qualifications</b>			
<b>Experience &amp; knowledge</b>	E1	Working experience and knowledge of grounds keeping.	AF,R,I
	E2	Use of garden equipment including electrical and motorized equipment	AF,I,R
	E3	Full UK driving licence and access to a car, with the ability to travel to all Trust sites.	AF,I,R
<b>Skills</b>	E4	Knowledge of plants and horticultural practices.	AF,I,R
	E5	Physical ability to remain on feet for extended periods throughout the working day.	AF,I,R
	E6	Ability to take on physical tasks and lift heavy equipment and supplies.	AF,I,R
	E7	Proven ability to work independently with minimal supervision.	AF,I,R
	E8	Strong organizational skills to prioritise and manage own workload effectively.	AF,I,R
<b>Special requirements</b>	E9	Motivation, patience and emotional resilience to work alongside students with special educational needs.	I
	E10	Ability to form and maintain appropriate relationships and personal boundaries with children and vulnerable adults.	I
	E13	Suitability to work with children and vulnerable adults, enhanced DBS required.	D

# Person Specification

## Grounds Keeper – Desirable Criteria

Criteria No.	Desirable	Stage Identified
D1	Relevant training in use of garden equipment.	AF,C
D2	Gardening / horticulture qualification	AF,C

AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS disclosure

# Additional information

## References:

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so. If this is the case, please contact us to discuss further if you do not consent.

## DBS:

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Applicants will be required to complete a self-declaration form prior to interview.

Any offer of employment will be subject to receipt of a satisfactory Enhanced DBS Disclosure. For those who have lived or worked outside of the UK, the offer will also be conditional on satisfactory overseas checks.

## Safeguarding:

Hartlepool Aspire Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and vulnerable adults has a role to play in safeguarding them.

Safer recruitment checks will be carried out including online searches, in order to identify any issues that may need to be explored further at interview.

Referees will be asked for information regarding disciplinary offences and child protection allegations.

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

## Equality:

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure all applicants are provided with the same opportunities during this process and make reasonable adjustments where necessary. Should you require a particular adjustment, please ensure this is raised when confirming your availability to attend an interview.

Hartlepool Aspire Trust is an equal opportunity employer. We want to develop a diverse workforce and we positively welcome applicants from all sections of the community.

# How to apply



Visits to the school prior to applying are welcomed. Please contact our HR team via [jobs@catcote.co.uk](mailto:jobs@catcote.co.uk)

Application forms and further details are available at:  
[www.catcoteacademy.co.uk/vacancies/](http://www.catcoteacademy.co.uk/vacancies/)

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at  
[www.catcoteacademy.co.uk/privacy-notice-job-applicants/](http://www.catcoteacademy.co.uk/privacy-notice-job-applicants/)

Please email complete application forms to:  
[jobs@catcote.co.uk](mailto:jobs@catcote.co.uk) or post to: **Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ** by the closing date specified.

**Closing date for applications: Friday 23<sup>rd</sup> January 2026**  
**Interviews will be held: Friday 30<sup>th</sup> January 2026**

