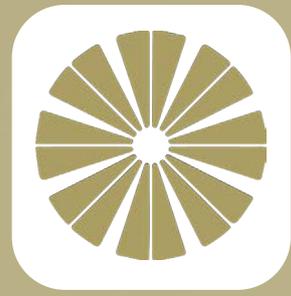




Meopham School
ACADEMIC EXCELLENCE IN A RURAL SETTING

Site Assistant
INFORMATION



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Dear Applicant,

Thank you for expressing an interest in joining the Meopham School family. I hope you will take a look at our website at <https://meophamschool.org.uk/> and take the time to consider the information enclosed with this letter.

Meopham School is a school where a traditional family culture combines with an ambitious ethos for excellence.

Our ethos creates a supportive, energising and inspiring climate for success. Indeed, we were judged as "Outstanding" by Ofsted in January 2019. We are the highest performing non-selective school in Kent, and were recognised for this for the fourth year running in the latest (October 2019) School Performance Tables.

However, at Meopham School we measure success not just in terms of excellent academic outcomes, but also in the development of strong character. Our traditional academic curriculum combines with our Excellence Through Character curriculum to ensure that every student is nurtured to uncover their talents and aptitudes. We recognise that excellent examination results are only a part of the story. Qualifications and personality open doors initially, but it is strength of character which keeps those doors open and allows our young people to lead happy, successful and healthy lives.

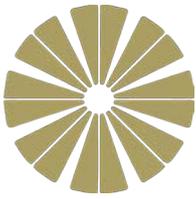
We are proud that Meopham School students are curious in their learning, resilient in overcoming difficulty, and are confident in evaluating their own progress. As a consequence, they are ambitious to achieve academic and personal success, both in school and in the world beyond.

Meopham School is located in the village of Meopham, an area of outstanding natural beauty. Students and staff moved into our brand new £14 million building in Spring 2018. The state-of-the-art school offers an inspiring modern learning environment, with traditional classroom spaces. This new facility offers a learning environment which is truly exceptional.

Standards of teaching and learning at Meopham School are extremely high. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation in particular. At the heart of our vision for the school is a relentless drive to ensure that all pupils make exceptional levels of progress in every subject. Our curriculum is broad and balanced. Indeed, offering courses to suit pupils of all abilities is one of the reasons for our success.

To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority. We therefore seek well-qualified, highly skilled, and enthusiastic teachers, who have the highest of expectations of both themselves and the pupils in their classes. We want teachers who enjoy working with young people of all abilities and differing needs.

If you became part of our team, I believe we could offer you a number of benefits. You would become part of something incredibly successful. We can offer an exceptional package of professional development, ranging from an acclaimed NQT induction programme, training through the nationally recognised Improving and Outstanding Teacher Programmes, the Outstanding Leaders in Education



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Programme, a Master's Degree, and support for aspiring headteachers, leading to the National Professional Qualification for Headteachers (NPQH).

Meopham School offers the benefits of working in a small school but within an exciting multi-academy trust. The Swale Academies Trust is currently made up of a group of schools, both primary and secondary, located in Kent and East Sussex. The Trust provides unparalleled opportunities for professional development. The Trust will grow further.

Meopham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

If you wish to apply, please visit Kent Teach to submit your application as soon as possible. We look forward to receiving your application.

Yours sincerely,

Ms K Girling
Head of School

Suzanne Dickinson
Executive Headteacher

JOB DESCRIPTION



Job Title: Site Assistant
Grade: SAT 4
Responsible to: Site Manager

Purpose of the Job:

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Main duties and responsibilities (Accountabilities):

- Maintain security of the site, i.e. opening and closing of the premises including those for lettings, fixing and reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
- Act as a designated key holder, providing out of hours and emergency access to the school site on occasion.
- Undertake general repairs and maintenance around the establishment, inside and out, including decorating, litter picking, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained.
- Ensure resources such as cleaning supplies and equipment are stored and maintained appropriately.
- Support the cleaning team by covering for absences, in general cleaning, i.e. buffing/polishing floors, cleaning windows and toilets to maintain a tidy appearance across the site.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) to ensure the day to day needs of the establishment are met.
- Undertake general portering duties, including moving furniture and equipment within the school, to ensure supplies are correctly handled and appropriately delivered.
- Perform duties in line with health and safety regulations (including COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Facilitate school events and external lettings and carry out associated tasks, in line with local agreements.
- Deputise for the Site Manager in periods of absence, sometimes at short notice.
- Travel to other Trust school sites to provide additional support / cover as and when needed.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION

	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	<ul style="list-style-type: none"> Proficient technical and practical skills relevant to the job. 	
Experience	<ul style="list-style-type: none"> Experience of working in a school or maintenance / building industry. 	E
	<ul style="list-style-type: none"> Willingness to undertake appropriate training and professional development. 	E
	<ul style="list-style-type: none"> Experience within the construction or maintenance industries. 	D
	<ul style="list-style-type: none"> Evidence of relevant training e.g. asbestos awareness, water hygiene. 	D
	<ul style="list-style-type: none"> Evidence of Health & Safety training, e.g. working at heights, COSHH. 	D
	<ul style="list-style-type: none"> First Aid training. 	D
	<ul style="list-style-type: none"> Clean driving licence 	D
Knowledge and Skills	<ul style="list-style-type: none"> Able to carry out maintenance and other practical tasks, such as basic plumbing, carpentry, electrics, decorating and deep cleaning. 	E
	<ul style="list-style-type: none"> Able to recognise and to deal with emergency situations. 	E
	<ul style="list-style-type: none"> Basic written and numeric skills. 	E
	<ul style="list-style-type: none"> Basic ICT skills. 	E
	<ul style="list-style-type: none"> An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. 	E
	<ul style="list-style-type: none"> Ability to maintain accurate and timely records as required by the role e.g. contractors' schedules, etc. 	D
	<ul style="list-style-type: none"> Use of a range of basic tools and machinery e.g. lawn mowers, kitchen equipment and cleaning equipment etc. 	D
Personal Qualities	<ul style="list-style-type: none"> Strong work ethic and capacity for hard work. 	E
	<ul style="list-style-type: none"> Ability to relate well to colleagues and pupils. 	E
	<ul style="list-style-type: none"> Flexibility in approach to completion of work. 	E
	<ul style="list-style-type: none"> Ability to work under pressure and meet strict deadlines 	E
	<ul style="list-style-type: none"> Ability to undertake work minimising disruption to others, ensuring tasks are carried through to completion. 	E
	<ul style="list-style-type: none"> Knowledge and a genuine interest in educational issues and how they apply to this school. 	D

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges. The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Diane Mills
Meopham School,
Wrotham Road,
Meopham,
Gravesend
DA13 0AH

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 7344732