

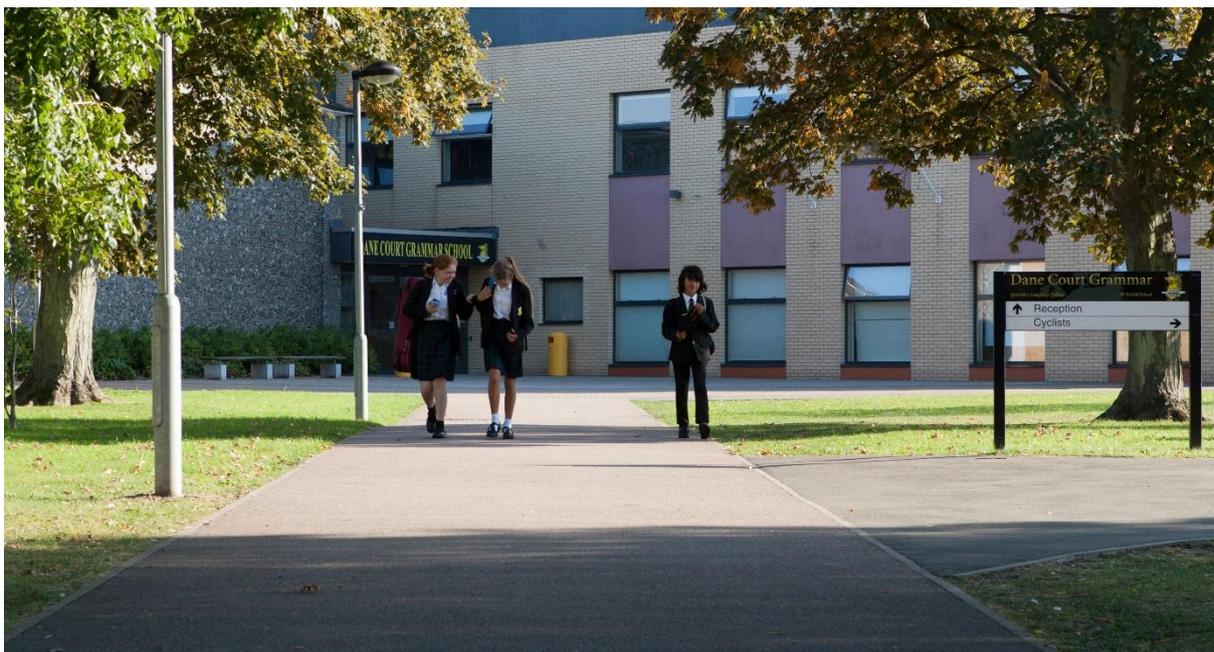


# Dane Court Grammar School

Caretaker

Application Pack

Required for 1<sup>st</sup> January 2023





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## Welcome from the Headteacher

Dear Applicant

Thank you for your interest in the position of Caretaker at Dane Court Grammar School.

Dane Court is a mixed selective school of about 1,200 students. We are the most popular and academically successful grammar school in Thanet. Our students are polite, kind and keen to learn. Dane Court is a happy, welcoming and inclusive community and a great place to work. We like to describe our school as a 'place of belonging'; a place where our students and staff feel at home.



As an IB World School, our students follow a broad, internationally-minded and academically challenging curriculum. We are the only school in Kent to offer both the International Baccalaureate Diploma (IBDP) and the Careers-related Programmes (IBCP) in our Sixth Form. We are fully committed to the philosophy and approach of the IB.

We are proud to be part of the Coastal Academies Trust, a local MAT consisting of four secondary schools and one primary school. At all levels, we work very closely with colleagues from across the Trust.

Once again, thank you for your interest in this position. We look forward to meeting you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Jones', written over a light blue horizontal line.

Martin Jones  
Headteacher

## School Vision and Values and Aims

### Vision

Developing knowledgeable and caring young people who help to create a better and more peaceful world

### Values

**Caring:** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Open-minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Principled:** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### Aims 2021-2024

#### ***Curriculum & Teaching: outstanding learning, achievement & destinations***

- *Provide an excellent academic education that enables all students to secure the highest grades in order to access world-class universities, the most competitive undergraduate courses and high quality employment-based opportunities*
- *Ensure students experience high quality lessons, characterised by: high challenge for all, high quality talk, frequent guided and independent practice, meaningful feedback, excellent support for learning and regular opportunities for knowledge retrieval (The DC6).*
- *Provide an excellent real-world education, including SRE & PSHE, to fully prepare students for the challenges and opportunities of modern living*
- *Provide high quality and inclusive support for students of all abilities and backgrounds and work closely with external partners to access specialist support for our students as required*
- *Provide varied, enriching and high quality extracurricular opportunities*

#### ***Wellbeing, welfare, behaviour & attitudes: outstanding relationships***

- *Ensure that students are safe and able to make positive and informed choices to enhance their own wellbeing as well as the wellbeing of others*
- *Foster a caring, open-minded and principled school community where we all act with integrity and honesty*
- *Develop respectful and confident global citizens and young leaders*

#### ***Leadership: making a difference***

- *Ensure that students from low income backgrounds have fair access to the school, receive excellent support, achieve highly and secure exciting destinations.*
- *Make a significant contribution to the education of young people across Thanet through partnerships with other schools, particularly those within the Coastal Academies Trust*
- *Ensure that staff are well-supported and workload is well-managed. Provide coherent and ambitious career and professional development pathways for all colleagues. Play a leading role in the development of EKLA and make a significant contribution to the planning and delivery of the alliance's programmes, including ITT and NPQs.*
- *Manage the budget to ensure the maintenance of a high quality working and learning environment with excellent facilities and resources*

### **Our Curriculum**

Our curriculum is **broad, challenging** and **internationally-minded**

### **Intent**

*Our curriculum aims to give our students the knowledge and skills to succeed in the world as it is, and the wisdom, empathy and courage to fashion the world as it should be.*

### **Teaching at Dane Court: the DC6**



## The Post

### **The Site Team**

The site team at Dane Court currently consists of three people; the Site Manager and two caretakers. As a team, we work together to ensure that the site is maintained to the best possible standard and that it is a clean, tidy and safe environment for our students.

Caretakers are extremely important members of the school community and a vital part of the team. The role involves a lot of responsibility, as well as flexible working arrangements and we therefore require someone who is diligent, proactive and can adapt to constantly changing situations.

Working across the site is challenging, varied and extremely rewarding. If you are a keen, enthusiastic and quick-thinking person, then we would like to hear from you.



## Job Description

### Reports to: Site Manager

#### Overview

Reporting to the Site Manager, you will be expected to ensure the safety, security, cleanliness and general appearance of the school site at all times.

#### Main duties and responsibilities

- To attend to the opening and closing of the school site
- To be responsible for the general security of the school site at all times. This will include being a named keyholder to the security system and being part of a four-week rota for any call-outs which may arise from the fire alarm system or intruder alarm system during unsocial hours and at weekends. Full training will be provided
- To immediately report lapses in security, including faults with the fire alarm or intruder alarm system
- To be constantly vigilant for hazards to fire safety and health and safety and to report such hazards, as appropriate
- To empty all outside litter bins daily, following the lunch hour and carry out litter picking around the school grounds
- To ensure the inside of the school buildings and the grounds are cleared of leaves
- To ensure all student and staff facilities are fully stocked with appropriate supplies, such as hand soap, hand towel and toilet paper
- To prepare the site and setup for assemblies, examinations, parents' evenings and other events, as and when required
- To carry out monthly roof checks with the Site Manager to ensure that there is no risk of falling debris and to clear walkways of obstructions and report defective plant equipment as appropriate
- To periodically check, clear and clean gutters and gullies
- To periodically clean windows
- To carry out legionella testing to ensure the water system is safe
- To respond promptly to jobs logged by staff on our maintenance system, ensuring appropriate resolve or escalation, as necessary
- To attend to deliveries and supervise contractors, when required
- To undertake small repairs, fixings and painting and decorating
- To carry out other such duties as determined by the Site Manager, School Business Manager and Senior Leadership Team, within the scope of duties expected of the Site Team

*The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job.*

*Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.*

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education including English and Maths</li> </ul>	
<b>Experience &amp; knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working successfully and co-operating as a member of a team</li> <li>• Experience of undertaking a range of DIY tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Trade skills, such as carpentry and/or plumbing</li> <li>• Basic IT skills</li> </ul>
<b>Personal attributes &amp; skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both verbal and written</li> <li>• Good organisational skills, ability to deal with changing priorities and meeting tight deadlines</li> <li>• Ability to work with minimum supervision and willingness to undertake personal development and training to update knowledge and skills</li> <li>• Discreet, professional and sensitive</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Have high professional standards and expectations</li> <li>• A commitment to safeguarding and promoting the welfare and development of young people</li> <li>• A commitment to Dane Court's ethos and aims</li> </ul>	

## Safeguarding and Safer Recruitment

Dane Court is committed to safeguarding and promoting the welfare of children and young people in education and expects all staff to share this commitment. Safer recruitment is the first stage of the safeguarding process.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

All posts at Dane Court Grammar School are exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

### **Application forms**

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

### **Shortlisting:**

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- In addition, as part of the shortlisting process schools we will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Whether they are prohibited from taking part in the management of an independent school
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Whether they are known to the police and children's local authority social care
  - Whether they have been disqualified from providing childcare
  - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the applications at the point of interview.

### **References and checking employment history**

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references e.g. to whom it may concern
- Not rely on applicants to obtain their reference
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations)
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- Always verify any information with the person who provided the reference
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify content where information is vague or insufficient information is provided
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- Establish the reason for the candidate leaving their current or most recent post
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

### **Interview and selection**

When interviewing candidates, we will:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children
- Explore their skills and ask for examples of experience of working with children which are relevant to the role
- Probe any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

### **Pre-appointment vetting checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

#### **New staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service.
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website. If the person has lived or worked outside the UK, make any further checks the school or

college consider appropriate. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards

- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher other classroom staff

In addition:

- Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the secretary of state

\* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or
- Engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Please also see the following policies and documents:

[Keeping Children Safe in Education](#)  
[Safeguarding and Child Protection Policy](#)  
[Staff Conduct Policy](#)  
[Behaviour and Discipline Policy](#)

[IT Acceptable Use Policy](#)  
[Social Networking Acceptable Use Policy](#)  
[Whistleblowing Policy](#)

## What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

## Application Process

Closing date for applications is Thursday 1<sup>st</sup> December at 5pm.

Interviews will take place week beginning 5<sup>th</sup> December

To apply please complete the online application form on TES or Kent Teach and submit a covering letter outlining how your knowledge, skills and experiences meet the competencies required for this post. The letter should be no more than two sides of A4.

Should you require any additional information please contact Carolyn Hobbs on [hobbs@danecourt.kent.sch.uk](mailto:hobbs@danecourt.kent.sch.uk) or ask to speak to Martin Jones, Headteacher.

## Retention of information

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

## Privacy Notice

Please refer to our [Privacy Notice](#) for information about how we use any personal data about them we hold

