



# Temple Mill Primary School

## Candidate Briefing Pack Premises Assistant - Caretaker





# Welcome to The Howard Academy Trust

As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

*Owen McColgan*  
Chief Executive  
The Howard Academy Trust





## *Working together to build a community of successful learners*

### Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



### Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.





# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



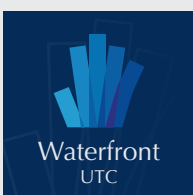
**Temple Mill Primary School**  
240 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
468 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
250 Pupils on Roll  
Located in Gillingham, Kent



**Miers Court Primary School**  
400 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent

Further information about our academies can be found at [www.thatrust.org.uk](http://www.thatrust.org.uk)



# Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



## Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

## Professional Development

- Early finish for teaching staff every Friday afternoon to allow whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and up-skilling opportunities across the Trust.
- Access in-house training into Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.



## Wellbeing

- Full Time support staff receive 23 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

## Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



*Hear from staff across the Trust*



# Welcome to

## Temple Mill Primary School

Welcome to Temple Mill, a caring, friendly and inclusive environment that enables children to achieve all they can. We are privileged to have such wonderful children at Temple Mill, and we will always aim to ensure that every child gets nothing less than the very best they deserve.

We are a single form entry school with eight classes in, from Nursery to Year 6. As a small school, we soon get to know each other and we are pleased to enjoy positive partnerships with our parents and families.

We are developing an exciting enquiry led curriculum which is inspired by inquisitive learners and dedicated to giving our children a broad experience and deeper understanding of the topics they cover. Our aim is to equip children with the skills, knowledge and understanding to enable them to make informed decisions about the important things in their lives. Our school will provide solid foundations that children can take forwards into their futures.

We want each and every child and parent to say the Temple Mill name with pride. We promote our uniform, a sense of belonging and that everyone's contribution is valued. We have a strong child voice here and it is influential in driving and supporting school improvement.

If you would like to know more about our school, you are welcome to come and visit. At Temple Mill our children very much enjoy talking about their progress and their pride in being part of the Temple Mill family.

We look forward to receiving your application.

*Mrs Lewis,*  
**Head of School**







Temple Mill Primary School is a community primary school serving the full primary age range from 3 to 11. At present there are 210 children on roll. On 1 December 2015 Temple Mill Primary School became part of the Howard Academy Trust.

## School Characteristics

NOR:	211
Age Range:	3-11
Gender of Pupils:	Mixed
OFSTED Rating:	Good
Disadvantage (PP+FSM):	32%
SEN:	13% (2020-2021)
EAL:	17%



*Hear from our current staff*

Temple Mill Primary School is sponsored by The Howard Academy Trust. Outcomes for children have increased substantially over the last year moving the school into the top ten highest achieving schools in Medway.



# Job Description

<b>Job Title:</b>	Premises Assistant - Caretaker
<b>Department:</b>	Premises
<b>Responsible to:</b>	Head of School
<b>Remuneration:</b>	NJC D2 Points 4 - 11

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Premises Assistant Caretaker as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Headteacher. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

## Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

**Key responsibilities:**

- To work as part of the site team to maintain the school site. Ensuring effective and efficient site maintenance, cleanliness, health and safety and security. Ensuring all needs of the school site are met.
- Ensure the security of the grounds and premises including opening and locking, responding to alarm call outs, taking appropriate action to ensure the building is secure (including in emergencies out of hours)
- Ensure the effective operation and maintenance of plant and equipment and the site buildings and grounds
- Conducting compliance and health and safety checks, maintaining records in line with the specification for buildings, equipment, infrastructure and grounds. This includes water, fire, electrical, gas and oil based equipment
- Ensure equipment and plant is maintained and serviced as per the relevant maintenance and service schedule, book contractors to attend site to carry out essential services and maintenance
- Completing or as appropriate supporting oversight of minor building works and monitoring and overseeing contractors on site
- Supporting proactive maintenance and development of the premises to include painting and decorating, minor building repairs, essential equipment repairs and general maintenance
- Contributing and fulfilling the 5 year premises plan, in line with guidance and direction from the premises management and Head of school.

**Administration:**

- Complete relevant premises documentation
- Complete purchase order request forms for materials and external services required for the site.

**Resources:**

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email)
- Be comfortable and capable of operating equipment in line with health and safety policies and procedures.

**Management:**

- This post does not have any management responsibilities.

**Additional Duties:**

- To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.*

*An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*



# Person Specification

**Post:** Premises Assistant - Caretaker

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• A pass in Maths &amp; English GCSE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Premises, estates or building and site/equipment maintenance related qualifications</li> <li>• Health and safety qualification or accreditation</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a premises environment</li> <li>• Experience of building maintenance</li> <li>• General DIY skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector.</li> <li>• Experience of working in a building or trade environment</li> <li>• Full clean Driving Licence</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Knowledge of the workings of a school premises team and the diverse duties and skills required to complete the day- to-day responsibilities</li> <li>• Must be able to meet the physical demands of the role</li> <li>• Good understanding of health and safety</li> <li>• Knowledge of setting up and down various equipment</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Be flexible to changing demands of the post</li> <li>• To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in plumbing, electrical, carpentry/joinery, painting or glazing</li> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> </ul>

## Characteristics and Competencies

- Good time keeping skills
- The ability to be flexible in terms of shift pattern and varying tasks to complete during working hours
- A personable nature to build effective relationships and provide a positive environment for hirers
- Availability to work at required times
- Excellent communication including verbal and written skills
- Ability and keenness to promote the Trust's positive culture and ethos
- A high level of integrity, confidentiality and discretion.
- Ability to develop good personal relationships within a team, making an effective contribution to high morale
- Ability and keenness to promote the school's positive culture and ethos
- Understands the importance of confidentiality and discretion.
- Desire to undertake professional development within the role