



**Westlands
Primary School**

**Caretaker
INFORMATION**



CONTENTS

Westland Primary School	Pg 3
Job Description	Pg 4
Person Specification	Pg 5
Overview of Swale Academies Trust	Pg 6
Application Process	Pg 7
Safeguarding	Pg 8





Westlands Primary School

Dear Applicant,

On behalf of all the children, staff and Governors I'd like to thank you for your interest in the vacancy at Westlands Primary School.

We are a school that likes to celebrate success at every level. We are an exciting, forward thinking and innovative school and our children are hard-working, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds.

We aim to engage our pupils in deep learning experiences across the curriculum, through a clear progression of skills and knowledge, coupled with strong links across curriculum subjects and varied learning experiences through enrichment opportunities. Working in partnership with parents, carers and other key members of the community, we work together on the school's journey to provide an outstanding provision for all.

Westlands Primary School was judged 'Good' in its last Ofsted inspection in July 2019 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

Westlands Primary School is part of Swale Academies Trust, which is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

We aim to appoint an excellent practitioner with a proven track record of ensuring excellent pupil progress. The ideal candidate will thrive on challenge, be passionate about improving the life chances of pupils, enjoy working as part of a team and feel confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application. In the meantime, you are warmly invited to visit or if you have any questions please do not hesitate to telephone me for an informal discussion. You will also find a lot of information on our school website, as well as a 360 virtual tour of the school that will give you a feel of what our school looks like.

Yours sincerely

Victoria Pettett
Head of School

Karen Mirams
Executive Headteacher

JOB DESCRIPTION



Job Title: Caretaker
Salary: SAT B
Responsible to: Premises Manager

Purpose of the Job:

Be responsible for the security, caretaking, cleaning, general maintenance needs of the premises.

Main duties and responsibilities (Accountabilities):

- Undertake general repairs and maintenance around the establishment, inside and out, including plastering, decorating, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained. Storing and maintaining resources such as cleaning supplies and equipment.
- Maintain security of the site i.e. opening and closing of the premises including those for lettings, checking and changing CCTV tapes (if relevant), fixing or reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
- Ensure the contract cleaners carry out their tasks covering for any absences, in general cleaning i.e. buffing wooden floors, cleaning toilets, to maintain a tidy appearance.
- Monitor the boiler and order oil supplies (if relevant) to ensure it is kept running on a day to day basis to meet the establishments needs.
- Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered.
- Take meter readings from appropriate sites around the premises to assist in ensuring invoices received are correct and budget monitoring is maintained.
- Assist in the setting up and tuning of TV's and videos to enable the equipment to be used when needed.
- Monitor and process timesheets and lettings arrangements ensure invoices are correct before passing them on for payment.

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	Level 2 Diploma (or equivalent) and proficient technical and practical skills.	E
Experience	Previous relevant experience.	E
Skills & Abilities	Ability to use a wide range of machinery/equipment e.g. kitchen, cleaning, gardening and general maintenance.	E
	Knowledge of client groups, work groups and the working environment.	E
	Ability to organise and prioritise own workload and that of others when required.	E
	Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.	E
	Ability to maintain accurate and timely records as required by the role e.g. cash returns, client diaries, contractors' schedules, etc.	E
	Ability to solve basic problems and to identify those that should be referred to a supervisor.	E
	Ability to understand information and liaise with others accordingly.	E
	Has written and numeric skills in order to complete more detailed records and reports.	E
	Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.	E
	Ability to listen, observe and contribute to discussions as required for the role e.g. client care, child care, work plans, etc.	E
	Ability to communicate using information technology as required for the role.	E
Knowledge	Knowledge of policies, procedures in relation to school security, minor maintenance and repairs, e.g. carpentry, electrics, plumbing and decorating.	E
	Knowledge of how own job fits into the activity and role of the area / site.	E
	Understands and able to apply Health and Safety procedures relevant to the job such as:	E
	Manual handling;	E
	safe use of machinery and / or equipment;	E
	COSHH;	E
	First Aid and Hygiene Practice;	E
	Lone working procedures and responsibilities.	E
	Able to recognise and to deal with emergency situations.	E
	Will need to undertake training to keep knowledge up to date.	E
	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E

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.

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.

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.

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:

Miss Liz Bruce
Westlands Primary School
Homewood Avenue
Sittingbourne
Kent
ME10 1XN

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