



**Waterfront
UTC**

Candidate Briefing Pack

Caretaker & Lettings Assistant





Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 7 schools, across Kent and Medway. We currently have 3 secondary schools and 4 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 for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils 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. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. 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;

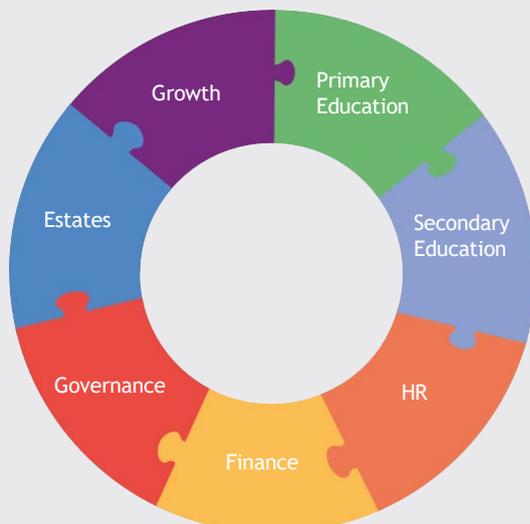
Shared whole Trust values of dignity, respect and ambition;

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.



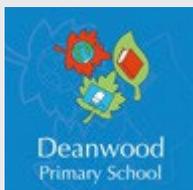
Our Family of Schools



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
460 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



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



Waterfront UTC
270 Pupils on Roll
Rated Good by Ofsted
Located in Gillingham, Kent



The Abbey School
1,200 Pupils on Roll
Located in Faversham, Kent

Further information about our
academies can be found at
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 for 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 upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- All year round support staff receive 24 days annual leave (pro-rata'd for part time staff) 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 Waterfront UTC

Welcome to Waterfront UTC and thank you for your interest in this post.

I am determined to recruit the best possible individual who is passionately driven to ensure that every child succeeds in life and becomes a pioneer for Engineering or Construction. I am delighted to be leading such a fantastic team of teachers alongside hard working and driven students with ever supportive parents and carers.

What is a UTC?

University Technical Colleges (UTCs) are government-funded schools with a STEM focus. They provide a unique and relevant approach to education which addresses the changing needs of students and employers in the 21st Century. Established by companies and universities in areas of high demand for talent, UTCs provide sought-after technical qualifications and benefit from industry standard equipment and specialist staff to provide students with the skills valued by employers.

Employer Partners:

Our employer partners work closely with us, getting to know our students over the time they are here, supporting them with careers guidance, careers planning and ongoing project work. This relationship results in roughly a third of our students going onto apprenticeships at higher and degree level, a third going directly to University to study STEM type degrees and a third going direct into employment or further education.

We like to treat our students as adults and the environment reflects this. Students follow a professional dress code and conduct themselves as if they were working in a professional work environment, all part of our employability programme.

Students at Waterfront UTC study a tailored curriculum which focuses on Engineering and Construction, whilst building a solid understanding in the core subjects. Students have the opportunity to study either or both Engineering and Construction, Business Studies, Computer Science, Design Technology and Triple Science. All students also study Maths, English Literature/Language and Combined Science.

Our students join us in September of Year 9 or Year 12, where they are introduced to our technical subjects alongside the traditional GCSEs that go to make up our curriculum offer. We are very fortunate to be based in a purpose-built facility in the heart of the Chatham Waters redevelopment area. Our students come from as far away as Whitstable, Faversham, Sittingbourne, Maidstone and of course Medway.

I am particularly proud of our exam outcomes which have improved year on year as we continually strive for excellence. These outcomes have meant that 100% of our students leave at the end of Year 11 or 13 and are placed in their chosen destination and career path, proving that we are doing, works!

Mrs McLean
Head of School



About Waterfront UTC



NOR

268



Age Range

14-19



PP+FSM

26.8%



SEN

38%



EAL

9%



OFSTED Rating:

Good



Gender of Pupils:

Mixed

Job Description

Job Title:	Caretaker & Lettings Assistant
Contract Type:	Full time, Permanent
Remuneration:	NJC D2 Point 4-11 (FTE £23,114 - £25,979)

General description of the post

The holder of this post will be expected to carry out the professional duties of a Caretaker and Lettings Assistant as described below to ensure our Trust Estates comprising of its grounds, buildings and facilities are clean & tidy, well maintained to a high standard and that services remain flexible to meet the demands of the Trust and School.

The main purpose of the role is to cover and maintain the cleanliness and upkeep of the WTUC along with some portage duties during the day and after school hours to manage the Hire of Facilities during the evenings this will involve meeting and greeting people who hire our facilities ensuring we meet their requirements, and our facilities are prepared ready for use. The role can be labour intensive and includes some heavy workload at times.

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 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

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 ethos, policies and practices.

- Good communication, organisational and time management skills
- A flexible approach to work is essential with the ability to be open to changes and development at short notice.
- Ability to liaise with staff and hirers as required to provide clear and effective communication.
- A capable team player, who is organised and enthusiastic, with the ability to complete tasks as requested, working alone using your initiative or as part of a team, with the ability to offer solutions to initial discrepancies & effectively communicate them.
- Flexibility is essential to your role to meet reasonable needs of the business with variation required to include covering staff absence.
- To display a level of maturity and efficiency with such qualities as discretion, resourcefulness, communication and warmth.
- You will be a key holder with responsibility for operating the intruder alarms and opening and securing the premises during your shifts.
- Take responsibility for keeping the school and grounds clean & tidy to a high standard and supporting the premises team when required
- Be available carry out routine duties such as setting out exam furniture during exam times and ensuring the school is fully prepared for the next day.
- Understand the importance of promoting and safeguarding the welfare of children.
- Maintain high standards in your own attendance and punctuality.
- Dress code smart casual - some uniform will be provided and must be worn.

Premises Responsibilities:

- Opening and closing the school premises, ensuring general security at all times and dealing with any problems that may arise ensuring that a report is made to the Head of Estates in due course.
- Meet and attend to contractors visiting and working on the schools site and to report all matters of concern to the Head of Estates
- Assist with receiving goods and supplies and distributing them as required.
- Providing a porterage service on the site as necessary.
- To carry out indoor cleaning duties as directed by the Head of Estates.
- When necessary to assist with the clearing of litter and the emptying of litterbins around the school site as directed by the Head of Estates
- To safely undertake repairs and maintenance of buildings, plant, facilities, services and equipment and to report and agree a strategy to repair major defects with the Head of Estates
- Clearing paths, access points and entrances of snow and ice to ensure safe passage.
- Set out and remove Exam Desks as required by the Exams Department.
- Replenishing soap, towels, and toilet paper to all lavatories on the site.
- Any other reasonable duties, at the request of the Principal or Head of Estates
- All duties should be carried out in an efficient manner and to an acceptable level.
- Evening and occasional weekend overtime working by prior arrangement.

Lettings Responsibilities:

- To work as part of the Letting Team to assist with the hire of the school facilities that take place during the evenings and support the school to ensure effective and efficient lettings, cleanliness, safety and security.
- To work closely with the Lettings Manager and the School to ensure all the needs of lettings are met.
- Welcome Hirers to our School and meet and greet upon arrival.
- Meet them at the end of their hire to ensure they leave on time and allow you to lock-up.
- Erect and take-down any directional signs so that Hirers and their Clubs know where to go.
- Communicate with the Lettings Manager to ensure you are aware of jobs that need completing
- Proactively seek out jobs if necessary, such as litter picking and cleaning

- Prep areas and set-up rooms, if required, and put equipment away.
- Assist with setting out exam tables and chairs at relevant times of the year, plus putting away.
- Cleaning will be required in rooms that are hired, changing rooms and WCs.
- Open and unlock buildings that are required for use by Hirers.
- Directing on site traffic and car-parking if needed
- Undertake online training in Health & Safety, Fire Awareness and First Aid at Work and Manual Handling. To be fully aware and comply with the Control of Substances Hazardous to Health Regulations & Health & Safety at Work Act 1974.
- Possess basic IT skills to monitor and respond to emails and work tasks that are assigned. To use the SchoolHire Calendar that is the online booking system used by our hirers. Training will be given.

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.

Person Specification

Post: Caretaker & Lettings Assistant

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
Education & Qualifications	
<ul style="list-style-type: none"> • Basic literacy and numeracy skills • Willingness to undertake training as and when required 	<ul style="list-style-type: none"> • Premises, estates or building and site/ equipment maintenance related qualifications • Health and safety qualification or accreditation • First Aid Training
Experience	
<ul style="list-style-type: none"> • Experience within a similar environment • Full clean Driving License • Ability to travel between sites 	<ul style="list-style-type: none"> • Experience of working within an academy or education sector • Experience of working in a premises environment
Knowledge and Understanding	
<ul style="list-style-type: none"> • High degree of accuracy • Knowledge of the workings of a school premises team and the diverse duties and skills required to complete the day- today responsibilities • Must be able to meet the physical demands of the role • Good understanding of health and safety • Knowledge of setting up and down various equipment • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role 	

Characteristics and Competencies

- Excellent communication including verbal and written skills
- Ability to create a happy, challenging and effective learning environment
- A solution-focused mindset and determined “no-excuses” approach to raising standards
- A personable nature to build effective relationships
- 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