



**Ditton C of E
Junior School**

Working at Ditton C of E Junior School

Join our Team



**For Appointment of:
Site Manager**



**Diocese of
Rochester**



**PROUD TO BE
Aletheia
Academies Trust**



CEO's Welcome

Stephen Carey

Thank you for your interest in the role at Ditton C of E Junior School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to improve the life chances of local children. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Ditton officially joined Aletheia Academies Trust on the 1st November 2023. The school aspired to become a part of a larger organisation, which offered opportunities to not only the children, but also to staff and the community. The School felt that it was important to join a Trust which allowed it to keep its own identity and develop the vision for the local community that it serves.

Our team of dedicated professionals go above and beyond every day to ensure children have the best education and live life to the fullest through our values of responsibility, respect, perseverance, courage and empathy.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

I look forward to receiving your application.



At Ditton Church of England Junior School, we believe in providing the best quality teaching and learning for all our pupils. We all work together to ensure that our curriculum engages all learners and provides opportunities for deeper learning. Wherever possible we encourage children to plan the direction of their learning. In doing so, we will enable our pupils to develop the ability to acquire confidence and a positive mental attitude to all tasks, leading to the improvement of knowledge and skills within an environment that allows for individual differences and learning styles: whilst maintaining a sense of safety and security.

Our school vision is, we aspire for ourselves and others; We believe in ourselves, others and in God; We care for ourselves, our community and the wider world. We link this vision and our values to the bible story of Zacchaeus Luke 19 1:10. We link our vision to 5 core values of Compassion, Love, Perseverance, Respect and Responsibility. We are developing nurture and wellbeing in the heart of all that we do to make sure that all children are happy and successful learners.

We want to make sure that the school we are building here stays rooted in this community and mirrors your aspirations.



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Job Description

Job Title	Site Manger
Location	Ditton, Kent
Duration	Permanent
Work Hours	37 hours per week all year round year
Reporting to	Headteacher
Salary	Kent Range 5
Pension	LGPS



About the Role

We are looking to appoint an enthusiastic and energetic full-time Site Manager to be responsible for the security and maintenance of the site at Ditton Church of England Junior School.

We can offer you a friendly 'family' ethos, a well-resourced working environment and a staff team that is caring and committed to ensuring children's maximum achievement.

A visit to the school is strongly recommended.

We would love to hear from you if you:

- Want to work in a supportive and caring environment
- Are committed to enabling every student to achieve the very best they can
- Are an ambitious professional

Key Responsibilities



- Ensure that buildings and the site are secure, including during out of school hours, and taking remedial action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Undertake minor repairs (i.e. not requiring qualified craftsman), decorating and maintenance of the buildings and site.
- Monitor materials and stock and/order supplies.
- Take meter readings.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified; report serious hazards to line manager immediately.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations and water temperature testing) and equipment, in line with other schedules.
- Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment.
- Plan out, seek contractors and arrange building repairs and oversee works for large jobs.
- Be able to work at heights and undertake DIY duties.
- Be able to, or willingness to learn how to, use email and have basic computer skills.
- Keep to schedules to monitor maintenance.
- To undertake regular checks of the whole building and to formally report any findings/ actions to line manager.



Person Specification



Qualifications and Experience

GCSE or equivalent level, including at least a Grade C in English and maths.

Level 2/3 Diploma (or equivalent) or proficient technical and practical skills.

Experience and knowledge of working in a school.

Previous relevant experience including supervisory experience.

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Skills and Knowledge

- Knowledge and expertise in minor maintenance and repair.
- Knowledge of ordering/monitoring procedures as required.
- Knowledge of how own job fits into the activity and role of the area/site.
- Knowledge of a range of other jobs in the area.
- Understands and able to apply Health and Safety procedures relevant to the job such as (or willingness to train):
 - Manual handling.
 - Safe use of machinery and/or equipment.
 - COSHH.
 - Lone working procedures and responsibilities.
 - Water hygiene and pool plant management/operation.
 - Working at heights.
- Able to recognise and to deal with emergency situations.
- Will need to undertake training to keep knowledge up to date.

X

X

X

X

X

X

X

X

- Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.
- Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to ensure work is carried out in accordance with plans, etc.).
- Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance.
- To organise others and own workload in order to achieve the job.
- Ability to identify changes required to work routines and act upon them in liaison with line manager as relevant.
- Ability to maintain accurate and timely records as required by the role e.g. contractors' schedules, health and safety records etc.
- Ability to deal with everyday problems and to identify which problems should be referred to line manager.
- Ability to monitor job activities as required by the role.
- Ability to understand information and advise and liaise with others accordingly.
- Ability to communicate using information technology as required for the role.
- Has written and numeric skills in order to complete more detailed records and reports.

All Essential Criteria

E = Essential

D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please email: HR@AletheiaTrust.org.uk

Please apply online via [MyNewTerm](#).

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**Interview Date(s):
To be confirmed**
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Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



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