



# Holy Trinity

Church of England Nursery and Primary School

Working at Holy Trinity C of E Nursery and Primary School

# Join our Team



For Appointment of:  
Site Manager



Diocese of  
Rochester



PROUD TO BE  
Aletheia  
Academies Trust





## Headteacher Welcome

### Aaron Jones

Thank you for your interest in the role at Holy Trinity Church of England Primary School and Nursery. I hope that the information within gives you an insight into our unique opportunity this position offers

At Holy Trinity C of E Primary School, every pupil is precious to us, and we recognise it is a privilege to be entrusted with children's education. We value the uniqueness of each child, made in the image of God, and seek to provide a sometimes tailored, sometimes adapted, holistic, curriculum and pastoral care offer, which empowers everyone with the strength, knowledge, and wisdom to succeed and flourish. We encourage our pupils to think critically and to develop a growth mindset, so they view challenges as opportunities to learn and increasingly grow in personal resilience and aspiration.

We are deeply committed to promoting the strong relationship between home, school, and parish as we feel that this partnership is the key to producing the best possible education, within and beyond the classroom.

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 Respect, Honesty and Love.

In the Autumn of 2020, Holy Trinity joined Aletheia Academies Trust. Holy Trinity chose an established Trust, whose vision and values aligned with ours, which has proven to be both a rewarding and positive experience for our school community; providing the best education and experiences possible for all.

I look forward to receiving your application.

**Guided by the Light**



# Holy Trinity Church of England Nursery and Primary School



Holy Trinity Church of England Primary School is a two-form entry primary school in the vibrant and diverse town of Gravesend, Kent. Our school is part of the Diocese of Rochester and a member of the Aletheia Trust. We have a strong commitment to the teaching of Christianity, where we welcome children, staff and adults of all faiths and none.

Through our theologically rooted vision: Your Word is a Lamp to Guide me, and a Light for my Path, Psalm 119:105, we live the Gospel values of Respect, Honesty and Love. At the centre of this is the pursuit of the highest standards possible in education because we want to develop our pupils as well-rounded individuals and lifelong learners who are spiritually motivated and creative problem solvers, and who leave us fully prepared for the rigours of secondary education.

Our curriculum is based on the best that has been thought and said, and our pupils enjoy learning which is contextualised, adapted, vocabulary-rich and offers sound experiences to build knowledge, skills, and cultural capital.

Holy Trinity is proud to be part of the Aletheia Academies Trust and we work collaboratively with our partner schools to provide a wide range of exciting learning and enrichment opportunities for our children and staff. Working as part of the Trust gives us the benefit of shared professional development opportunities and the sharing of good practices amongst our schools.



Diocese of  
**Rochester**



**GOOD**





# Job Description

Job Title	Site Manager
Location	Gravesend, 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 Holy Trinity Primary Academy School.

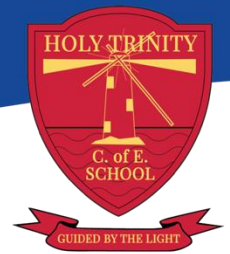
We can offer you a friendly 'family' ethos, a well-resourced working environment and a staff team that is caring and committed to ensuring children's maximum achievement.

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

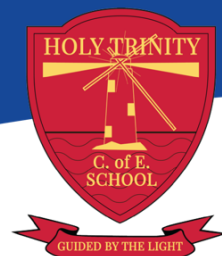
# Key Responsibilities



- 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/or 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



E D

## 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.

X  
X  
X  
X

## 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

All Essential Criteria

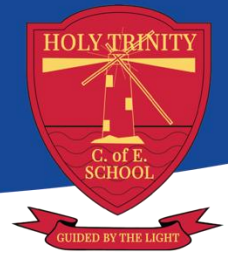
- Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.
- Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to ensure work is carried out in accordance 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.

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 contact:

The People and Culture Team

[HR@aletheia-trust.org.uk](mailto:HR@aletheia-trust.org.uk)

01474 533 082

To apply for this role, please visit [MyNewTerm](#).



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](#).





# Contact Us

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