



The Rowans
AP Academy

Candidate Briefing Pack Caretaker





Welcome to The Howard Academy Trust

Thank you for showing an interest in working for The Howard Academy Trust. From September, our Trust will be comprised of 9 schools across Kent, Medway and Bexley, with 4 secondary schools and 4 primary schools, and an Alternative Provision. As a Trust, we have future growth plans and expect further schools to join us over the 2024/25 academic year.

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;

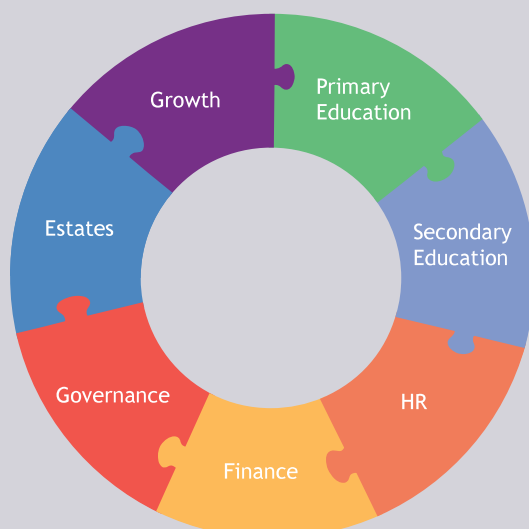
Shared whole Trust values of dignity, respect and ambition;

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.

Job Description

Job Title:	Caretaker
Contract Type:	Part time, Permanent, all year round
Remuneration:	NJC D2 points 4-11

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a 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: 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
Education and Qualifications	
<ul style="list-style-type: none"> A pass in Maths & English GCSE or equivalent 	<ul style="list-style-type: none"> Premises, estates or building and site/equipment maintenance related qualifications Health and safety qualification or accreditation
Experience	
<ul style="list-style-type: none"> Experience of working in a premises environment Experience of building maintenance General DIY skills 	<ul style="list-style-type: none"> Experience of working within the academy or education sector. Experience of working in a building or trade environment Full clean Driving Licence
Knowledge and Understanding	
<ul style="list-style-type: none"> Knowledge of the workings of a school premises team and the diverse duties and skills required to complete the day- to-day 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 	<ul style="list-style-type: none"> Skills in plumbing, electrical, carpentry/joinery, painting or glazing Knowledge of child protection and safeguarding policies 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

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