

WORKING AT ALETHEIA ACADEMIES TRUST

Join our Team



**For appointment of:
Site Manager**



Aletheia
Academies Trust

Welcome from the CEO

Thank you for your interest in Aletheia Academies Trust



Aletheia Academies Trust is a non-profit making charity whose vision is rooted in a determination to **improve the life chances of local children**.

Since our beginning, 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; striving to follow the highly ethical vision of Aletheia.

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.

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. The Trust has grown from a single academy trust to a multi-academy Trust of eleven primary schools, one secondary school, one all-through school with another all-through school and community sports provision in the heart of Ebbsfleet Garden City which is planned to open in 2025.

Steve Carey

Chief Executive Officer

Why Aletheia Trust?

At Aletheia Academies Trust, we aim to provide an inclusive nature of high-quality leadership to continually provide educational excellence.

At the heart of Aletheia is the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community, by providing places where everyone has the ability to develop and thrive intellectually, socially, culturally and spiritually.

Our growing family of academies give multiple possibilities for our staff to create a career that **improves the life chances of local children.**

We aim to grow our staff to extract the best in everyone to consistently deliver outstanding education while having the freedom to create environments based on unique diverse backgrounds, experiences, perspectives and ideas.

Aletheia is committed to sustaining high-quality academies as well as supporting those in need of specific improvement. Our focus is to provide school improvement services that draw on the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to respond quickly to the needs of individual schools. Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning.



Our Schools

The Trust is a family of academies that provide an inclusive education from ages 3 years to 18 years throughout Kent; including nursery, primary, secondary, and sixth-form.



**Saint George's C of E
All-Through School**



**Shorne C of E
Primary School**



**St. Botolph's C of E
Primary School**



**Stone St. Mary's C of E
Primary School**



**Horton Kirby C of E
Primary School**



**Sutton-at-Hone C of E
Primary School**



**Rosherville C of E
Academy**



**Holy Trinity C of E
Primary School**



**Cliffe Woods
Primary School**



**Halling
Primary School**



**Sedley's C of E
Primary School**



**Ditton C of E
Junior School**



**Knole
Academy**



**Gravesend
Grammar School**



**Whitehill
Primary School & Nursery**



**Alkerden C of E
All-through Academy**

Staff Benefits

The 2023/2024 Aletheia wellbeing survey showed that the majority of staff would recommend Aletheia as a great place to work.

We value every one of our employees and want to give back as much as we are able to, therefore we provide a range of perks and benefits as found below:



Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities.



Unlimited access for you and your family to 24/7 GP telephone consultations.



Enhanced annual leave allowance with term-time offerings.



Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.



Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions.



Access to Local Government and Teachers' Pensions Schemes.



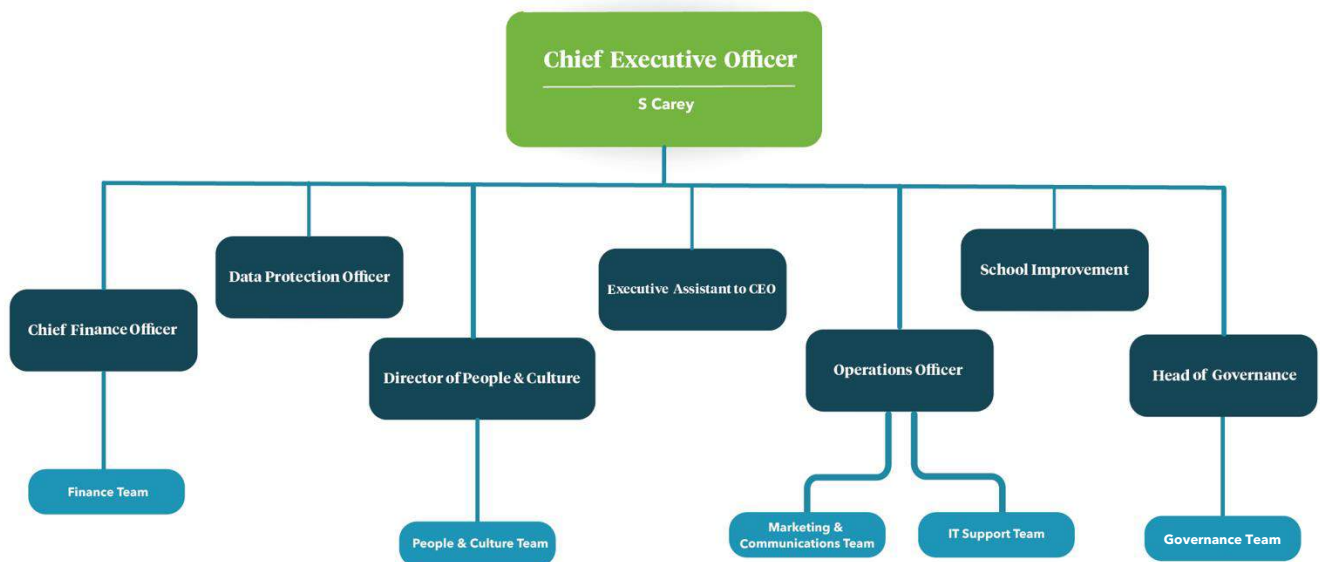
Free eye test, examinations and eye care vouchers.

For a full range of what Aletheia Academies Trust offer, please scan:



Trust Structure

Aletheia Academies Trust's ambition is to support our family of academies in every aspect. Our executive leadership team works closely with school leaders to establish development priorities to shape and drive school improvement initiatives and help deliver outstanding outcomes throughout. Aspiring to achieve educational excellence is at the heart of what we do.



"Staff within the Trust have frequent opportunities to collaborate and develop professionally with others within the Aletheia family, including an expert team of School Improvement Officers."

Sutton-at-Hone CofE Primary School (Joined Oct, 2017)



Job Description

Job Title

Site Manager

Location

Gravesham & Sevenoaks

Duration

Full time & part time considered

Work Hours

37 hours per week (term time only considered)

Reporting to

Headteacher

Salary

AAT D - AAT E (FTE £26,393 - £29,716)

Pension

Local Government Pension Scheme



About the Role

We are looking to appoint enthusiastic individuals to a variety of roles within our Premises teams across our Trust. Due to expansion of existing teams and the retirement of longstanding Premises staff, we have several opportunities to appoint a Site Manager and Caretaker. These roles will support Headteachers and the Trust central team to ensure the efficient management, operation and maintenance of the Trust estate.

Although the roles will encompass all aspects of premises management, there will be a requirement to focus on compliance and health and safety, alongside assisting our academies with their day-to-day operational management. The postholder(s) may be required to work with a variety of Trust academies.

We require applications from Individuals that are driven and can recognise and build on current strengths whilst leading a culture of continuous improvement. The challenge will be to ensure consistent alignment between our academies and ensure we maintain our reputation within our local community

The Trust has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative Trust and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

Key Responsibilities

Estates Management/Development

- Ensure that the estate is a safe and secure environment for our stakeholders.
- To contribute to the development and management of the estate(s).
- To ensure annual programmes of maintenance are followed to guarantee timely availability of high-quality facilities for stakeholders and, within available capacity, for community users.
- Undertaking planned preventative maintenance and remedial works as required; undertake minor repairs such as decorating (i.e. not a formally qualified tradesperson).
- Operate and regularly check Infrastructure, including, but not limited to, heating, water distribution, cooling, ventilation, lighting, security (fire and intruder alarms).
- Engage with Trust-approved contractors for planned and unplanned maintenance works and minor works, as required. Where required, oversee external contractors undertaking capital works, working with the Trust central team to ensure compliance with the Construction (Design and Management) Regulations 2015.
- To assist with the identification of areas to improve the Trust's sustainability.
- To be proficient in computing and work with the Trust central team to keep appropriate records updated.

Health and Safety

- Work with the Headteacher to ensure the Health & Safety policy is robustly implemented and put into practice at academy level.
- To compile and review risk assessments to enable the identification of hazards and risk assessments across multiple sites.
- Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues to the Headteacher and Trust central team.
- Ensure the maximum level of safeguarding and security consistent with the ethos of the Trust.
- To promote a culture where health and safety is paramount and where continuous improvement is sought in efficient delivery of service to all customers.
- To complete regular training as required for the role, in line with Trust policies.





Compliance

- To ensure that planned preventative maintenance is completed on schedule and within budget to keep the academy estate operational, and provide a safe working environment, monitoring progress against planned works, following Trust policy.
- To ensure compliance and adherence to all relevant health and safety standards in relation to the Keeping Children Safe in Education (KCSIE) document guidelines including risk assessments, safe method of works, and regular testing and maintenance.
- Systems and record keeping – to ensure all registers and records are adequately maintained in the format required.

Lettings Management

- To build strong relationships with community users of the Trust premises.
- Where required, assist with the management of lettings, communicating and offering good customer service to relevant stakeholders as necessary.

Additional Notes

This job description will be reviewed annually and may be updated or amended at any time in consultation with the post holder. The job description does not form part of the contract of employment but describes the way the post holder is expected and required to perform and complete the duties set out above.



“Staff responsible for each subject access high-quality training within the multi-academy Trust networks”.

- Ofsted 2023



E = Essential D = Desirable

E D

Qualifications and Experience

GCSE or equivalent level, including at least a Grade C in English and maths	✓	
Full UK Driving Licence and access to vehicle	✓	
Relevant Professional Qualification		✓
Health and Safety Qualification(s)		✓
Previous relevant experience		✓

Skills and Knowledge

Strong understanding of compliance and health and safety	✓	
Able to communicate effectively across all levels and to a range of stakeholders	✓	
Effective time management and prioritisation skills, working to deadlines	✓	
Knowledge of Microsoft Windows operations systems, including commonly used applications (for example, Office 365)		✓
Experience in the education sector		✓
Experience in a similar role		✓

Personal Qualities

Ability to analyse complex problems and present coherent, achievable solutions.
 Flexibility of approach.
 Commitment to excellence.
 Willingness to attend training and development as required.
 Positive, 'can-do' attitude.
 Willingness to seek out and implement new ideas and innovative solutions.
 Willingness to engage in wider school life.

All Essential Criteria

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:

Jo Barker-Platt, Director of People and Culture
HR@aletheiastrust.org.uk
01474 533 082

To apply for this role, please visit MyNewTerm:
[Apply Now](#)

Closing Date:

21 April 2025

Interview Date(s):

TBC



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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