



# **Site Team Member**

## **Applicant Pack**





***“Together we engage, thrive and achieve”***

**Executive Head Teacher: Lori Ann Mackey MA (Ed)**

**Head of School Primary: Meena Malhi MA (Ed)**

**Head of School Secondary: Emma Partington BA (Ed)**

Primary: Sidcup and Crayford Secondary/Shenstone co Jubilee

[office@shenstone-tkat.org](mailto:office@shenstone-tkat.org)

<https://www.shenstone-tkat.org/>



Dear Applicant

Thank you for showing interest in the **Site Team Member** position at Shenstone School.

We have devised this applicant pack to give you a glimpse of what makes us proud to be part of the Shenstone School community. Please take time to read through the literature provided. In addition, we encourage you to explore the school's website and take a tour, as detailed on the job advert page.

Our website, [www.shenstone-tkat.org](http://www.shenstone-tkat.org), contains further information about our vision and values, policies and procedures, health and wellbeing, the Shenstone curriculum offer, School Development Plan, Ofsted report, and video about our fantastic school in general.

The school has an ethos of ***“Together we engage, thrive and achieve”***. This is genuinely embedded into all we do at Shenstone, and it begins with the staff team and the passion, commitment and dedication they offer. Without our fantastic and dedicated staff, we could not provide such a wonderful experience to the exceptional Shenstone children.

If, after reading through the applicant pack, you still feel that Shenstone is the place for you, we welcome you to apply. Please use your application to showcase your experience and how it reflects the role's job description and person specification. We would also like to hear why you have chosen Shenstone School and what you can bring to this exciting role.

We hope that we have inspired you to apply to join the staff at Shenstone School just as much as our pupils inspire us with their achievements every day.

If you require any further information or have any queries, please do not hesitate to contact the school office at 01322 524145 or via e-mail at [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org).

Yours faithfully

**Lori Mackey**  
**Executive Head Teacher**



**"Together we engage, thrive and achieve."**

## About Shenstone School

### Welcome to Shenstone from Lori Mackey - Executive Head Teacher

Shenstone School is an all-through school for children with severe or complex learning difficulties within the London Borough of Bexley. All pupils who attend Shenstone School have Education and Health Care Plans. We are one of two special schools within The Kemnal Academies Trust (TKAT).

Shenstone School is based across three sites: Sidcup, Crayford, and Thamesmead. For the academic year 2024-2025, we will have a Key Stage 3 group at a temporary site in Thamesmead while we wait for the completion of the new permanent building in Halt Robin Road, Belvedere. We will introduce a new secondary year group every year. By 2029-2030, Shenstone will accommodate children aged 3 -19 across our three school sites.

Every child is an individual, and as such, we diligently work as a school team and with wider multi-agency support teams to ensure that our curriculum delivery recognises this individual support, supporting each child with their life-long learning journey.

Paramount to our ethos is the belief in "support for all", which ensures that engagement with the pupils, their families, and our staff team is at the heart of all we strive to achieve. We work hard to ensure that Shenstone is a safe, happy, welcoming, and truly outstanding place where our pupils will thrive. Our school benefits from impressive facilities across all school sites, enabling us to offer a wide range of opportunities and activities to enhance learning both inside and outside the classroom.

Our pupils are amazing, and their progress is inspiring. Regardless of how big or small their successes are, we are very proud of the children and pleased to contribute to and support their achievements. The values and ethos of "together we engage, thrive, and achieve" are entwined through all that we do at Shenstone School.

**"Trees grow and so do we"**

**..when asked about why the Shenstone Logo has a tree...  
Bryce, Year 7**

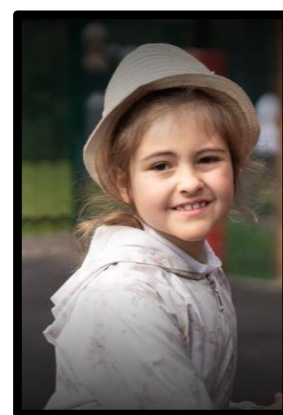


Please visit our website (Welcome Page) or click the link below to view a video which showcases our amazing school: [Shenstone Showcase Video](#)

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team and various other well-being and social activities.

We are very proud of Shenstone School and our achievements, which include autism accreditation through the National Autistic Society, The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.

## Meet some of our Pupils and Staff





## About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website [www.tkat.org](http://www.tkat.org), you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

### **Working for TKAT:**

In return for working for TKAT, as an employee, you will benefit from

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy,
- Opportunities to work flexibly, where possible.
- Our support for your well-being at work, and
- The rewards of working to improve the life chances of our students.

## What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

**Shenstone has provided me with so many opportunities for progression.**

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough & the staff on site have all supported me with my ongoing learning within the job.

**Shenstone is one big team**

**I felt like I achieved so much.**

**It is a rewarding job with beautiful friendly staff and children.**

I most enjoy working alongside amazing children and being part of a team.

I loved working at Shenstone, the staff were friendly and the children were lovely.

I like working at Shenstone, the SLT and all the staff are lovely.

# Job Advert

**Post Title:**        **Site Team Member**

**Post Location:**    **Shenstone Secondary School** – This position will be based at our Secondary provision in Halt Robin Way, Belvedere which will be opened in September 2025. *However, Shenstone School is an all-through school, split over three local sites. Please be aware that although you are normally assigned to one site, you may be asked to work at any of our sites either on a permanent or temporary basis. This ultimately depends on operational feasibility.*

**Contract Type:**    **Permanent**

**Hours/Weeks:**    Part-time **25 hours per week/52 weeks per year**  
(6:30 a.m. – 11:30 a.m.)        and/or        (1:30 p.m. – 6:30 p.m.)

The site will be in operation from 6:30 a.m. to 6:30 p.m. daily.  
To ensure full coverage during these hours, two positions will be assigned.  
Shift patterns will be discussed at interview but flexibility will be required in order to meet operational feasibility of the school. Additional hours will also be required for the purposes of sick/holiday cover and for school events.

**Grade:**                Bexley 6

**Salary**                **£20,379 (Actual)**        £29,346 (full-time equivalent)

**Post Start Date:** 1<sup>st</sup> September 2025 (or earlier – to be discussed at interview)

**Tour**                    If you are interested in applying, we strongly encourage you to arrange a tour of our amazing school. To arrange this please e-mail [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org)

**Closing Date:**        **Midnight Sunday 20<sup>th</sup> July 2025**

**Interview Date:**    TBA

## About the Role

We are looking to appoint a vibrant and enthusiastic member of staff to lead on day-to-day maintenance and site management.

The successful candidate will be responsible for security, maintenance, cleanliness of the site, heating, health & safety, general day-to-day running of the school and help in preparing for events. You will be expected to oversee work by other members of the site team and contractors, feeding back regularly to the Facilities Manager.

The successful candidate will be hard-working, enthusiastic, highly motivated and reliable. You must be well organised and able to work to a high standard within set timescales. The successful candidate is required to hold a valid driver's licence as they would be required to travel to all three of our sites from time-to-time and also be required to drive the school mini bus (proof of driving licence will be required during the recruitment process).

Experience of a similar role is desirable but training will be provided for someone with the right skills. The successful candidate should hold or be willing to undertake and maintain a First Aid certificate. Occasional overtime will be required for school events (evenings and weekends) and holiday cover, alarm call outs etc.



Photographs taken December 2024





# JOB DESCRIPTION

## Site Team Member

<b>Accountable to</b>	Facilities Manager
<b>Grade</b>	Bexley 6
<b>Job Purpose</b>	Under the guidance of the Facilities Manager, to maintain the upkeep of the school premises and grounds. Ensure a safe, secure, clean and warm environment for all of the school community.
<b>Key Area</b>	<ul style="list-style-type: none"><li>• To be responsible for security, general maintenance, implementation of improvements to the school environment, cleanliness of the site, general day-to-day running of the school and help in preparing for events.</li><li>• To be responsible for planning, organising maintenance projects within set timescales and budgets.</li><li>• Carry out portorage duties such as moving parcels, deliveries, furniture and equipment around the school in a timely manner.</li><li>• Carry out small repairs and DIY projects.</li></ul>

### Site Security

- Lock and unlock the premises as required, including attending out of hours calls when necessary, ensuring the site is safe and secure at all times.
- Manage the car park/mini buses in the morning's and afternoon's to assist the smooth and safe entrance/exit of pupils.
- Ensure that the school's alarm systems are in good working order and train others as appropriate.
- Ensure that the school's security lighting/access control/CCTV surveillance equipment are kept in good working order.

### Maintenance, Repairs, Decoration and Projects

- Inspect the site and premises on a regular basis, identifying the need for repairs or improvements and taking action as appropriate.
- Develop and deliver a schedule of planned and preventative maintenance.
- Carry out repairs to property, fixtures, fittings, furniture and non-electrical equipment in order to maintain them in a safe, operational condition.
- To oversee site developments and improvement projects.

### Health & Safety and Statutory Compliance

- Carry out regular external and internal health and safety checks.
- Arrange for repair, report or escalate outstanding concerns as appropriate and ensure a record is kept of these checks and the actions taken.
- Input accident/incident report forms and investigate any causes in order to prevent.
- Carry out timely fire drills, record outcomes and monitor fire equipment.
- Provide extra safety precautions in adverse weather.
- Carry out emergency cleaning up duties: spillages.
- Be first aid trained

## **Policy**

- Maintain appropriate health and safety and risk assessment records, ensuring they are kept up to date and meet current legislative and good practice guidance.
- Organise roles and responsibilities so that planned and preventative maintenance, statutory requirements, and reactive tasks are all delivered to a satisfactory standard.
- Maintain and check safety equipment and ladders/tower and ensure a record is kept.
- Ensure that all working practices for the site team comply with current legislation.
- Ensure that all statutory checks and testing are carried out to the required frequency.

## **Management of third-party contractors while on site**

- Take responsibility for all third-party contractors on site ensuring that all safeguarding measures are maintained and all necessary RAMS documentation is in place where required.

## **Minibus**

- Ensure the minibus is operating and cleaned effectively for school use.
- Be a designated minibus driver and assist where necessary with pupil trips.

## **Administration**

- Obtain periodical comparable quotes on selective third-party contractors
- Generate purchase orders and approve work carried out in the financial system.
- Plan and schedule an appropriate programme of school holiday works.
- File and maintain operating and maintenance manuals for all plant and machinery.
- Maintain and have available for inspection clear and accurate records of all statutory testing

## **Grounds Maintenance**

- To ensure the upkeep of the grounds so that they are tidy, litter-free and safe.
- Work with external providers in the delivery of grounds maintenance contracts.

## **Lettings**

- Liaise with the Finance Office to ensure the site is adequately prepared for letting commitments.
- To ensure the school has suitable caretaker coverage to manage the school lettings.
- To work with the Business Manager to ensure all letting users are properly briefed.

## **General Duties**

- Ensure all deliveries are dealt with quickly and efficiently.
- Ensure that all room set-ups are done in a timely manner to help facilitate the smooth running of the school.
- To carry out general caretaker duties to ensure the effective running of the school.
- Adequately prepare the site for all school events such as Open Evenings, Parent Evenings and Exams.
- To be First Aid trained

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Executive Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.



# PERSON SPECIFICATION

## Site Team Member

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>● A* - C / 9 - 4 grade (<i>or equivalent</i>) in GCSE English and Maths.</li> <li>● Excellent numeracy and literacy skills.</li> <li>● Effective in IT packages including word and excel.</li> <li>● Ability to drive and hold a clean driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>● First Aid certificate (or willingness)</li> <li>● Health and Safety qualifications.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience in general maintenance</li> <li>● DIY skills</li> </ul>	<ul style="list-style-type: none"> <li>● Experience working in a similar position.</li> <li>● Experience working in a school environment.</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>● Proficient DIY skills</li> <li>● Good organisational skills.</li> <li>● Ability to prioritise, plan, schedule and evaluate work.</li> <li>● Ability to manage a small team (caretaker and cleaners).</li> <li>● Ability to communicate verbally and in writing.</li> <li>● Be proactive and work on own initiative and manage own workload.</li> <li>● Administration skills.</li> <li>● Knowledge/experience of Health and safety regulations.</li> <li>● Be committed to your own professional development.</li> <li>● Consistently reflect the highest levels of professionalism and act as a role model at all times.</li> </ul>	
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>● Hardworking</li> <li>● Flexible</li> <li>● Be able to work on own initiative</li> <li>● A willingness to contribute to the wider school.</li> <li>● Approachable</li> <li>● Fit and able to carry out duties</li> <li>● Ability to carry out some manual lifting</li> <li>● Able to work flexibly and outside of school hours as sometimes required.</li> </ul>	

## Offers of Employment

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including:

- an enhanced DBS check and barring service check,
- verification of your entitlement to work in the UK,
- verification of relevant qualifications,
- receipt of 2 satisfactory references
- satisfactory pre-employment health clearance.
- We will also undertake an online search as part of our diligence.

## Safeguarding

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full safer recruitment process, including an enhanced disclosure and barring service check.

## Flexible Working

TKAT recognises the value of enabling our employees to develop their career and balance this with their commitments and interests outside of work. In TKAT we promote flexible working practices and opportunities to promote a positive work life balance.

## Our Commitment – Equity, Inclusion, Diversity and Belonging

At TKAT, we are committed to Equity, Inclusion, Diversity, and Belonging. We embrace and celebrate differences, value individual experiences, aspirations, and achievements, and continuously learn how to grow better together. We actively encourage applications from candidates of all backgrounds, as we believe diversity strengthens our community and drives us forward.

## Access to Interview

Be Who You Are at TKAT - should you be selected and invited to interview please let us know if you require us to adapt the recruitment process to enable you to participate as your authentic self. We want applicants to be able to engage with us in ways that support who they are and we are committed to making adjustments within the recruitment process and within the workplace.



To apply for this vacancy, please download and fully complete the TKAT application form. Once completed please return to [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org)

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisted for interview will be contacted.