



Thames View Primary School

Recruitment Pack Caretaker



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to Thames View Primary School



Thames View is a happy school - a great place to work and a great place to learn. We expect everyone to do their best and contribute to school life, believing that we are strong when we work together. At Thames View, staff are committed to providing an education that enables all pupils to realise their dreams, goals and ambitions. We work in partnership with colleagues, parents and the community, so that pupils achieve academic success and experience personal well-being within a caring and safe environment.

We motivate and engage children by delivering a rich and broad curriculum that inspires our pupils to become life-long and responsible learners. We promote our values of Respect, Responsibility and Resilience throughout all we do, so that our pupils are ready to take their place in a constantly changing world.

We have an active PTA who work hard to raise money for additional items. We love reading and every classroom has a busy reading corner. We have four houses named after authors: Dahl, Donaldson, Rowling and Walliams. Every year group goes on three trips per year, two related to curriculum topics and one cultural trip. Every term starts with a Hook Day to introduce a new topic and consists of fun learning activities and visiting speakers.

Mrs Rogers, Principal



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455



Age Range
3-11



PP
17.1%



FSM
16.5%



SEN
22.6%



EAL
6.6%

Job Description

Job Title:	Caretaker
Contract Type:	Part time, Permanent, Term Time Only
Remuneration:	NJC D2 point 4-11

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. 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

Teaching & Support Staff play a vital role in making the education of the 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 always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

The post-holder will ensure the school premises are opened each morning in a timely and secure manner, and to carry out a daily inspection of the site to confirm it is safe and ready for use by staff and students. The role includes the completion of occasional light caretaking duties as required to support the smooth running of the school, at the discretion of the line manager.

Key responsibilities:

- Unlock and open the school premises each morning at the designated time
- Conduct a daily walk-around inspection of the site to ensure it is safe, secure, and ready for occupation by staff and students
- Check for any potential health and safety hazards and report or address them as appropriate
- Ensure all access points, including gates and entrances, are secure and operational
- Liaise with the Estates Manager or Principal regarding any immediate issues or concerns identified during the morning checks
- Carry out light caretaking duties as required
- Work as part of the Site team to maintain the school site, ensuring effective and efficient site maintenance, cleanliness, health and safety, and security, meeting the operational needs of the school
- Ensure the effective operation and maintenance of plant and equipment, buildings, and grounds
- Conduct compliance and health and safety checks where necessary

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 procedure

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

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.

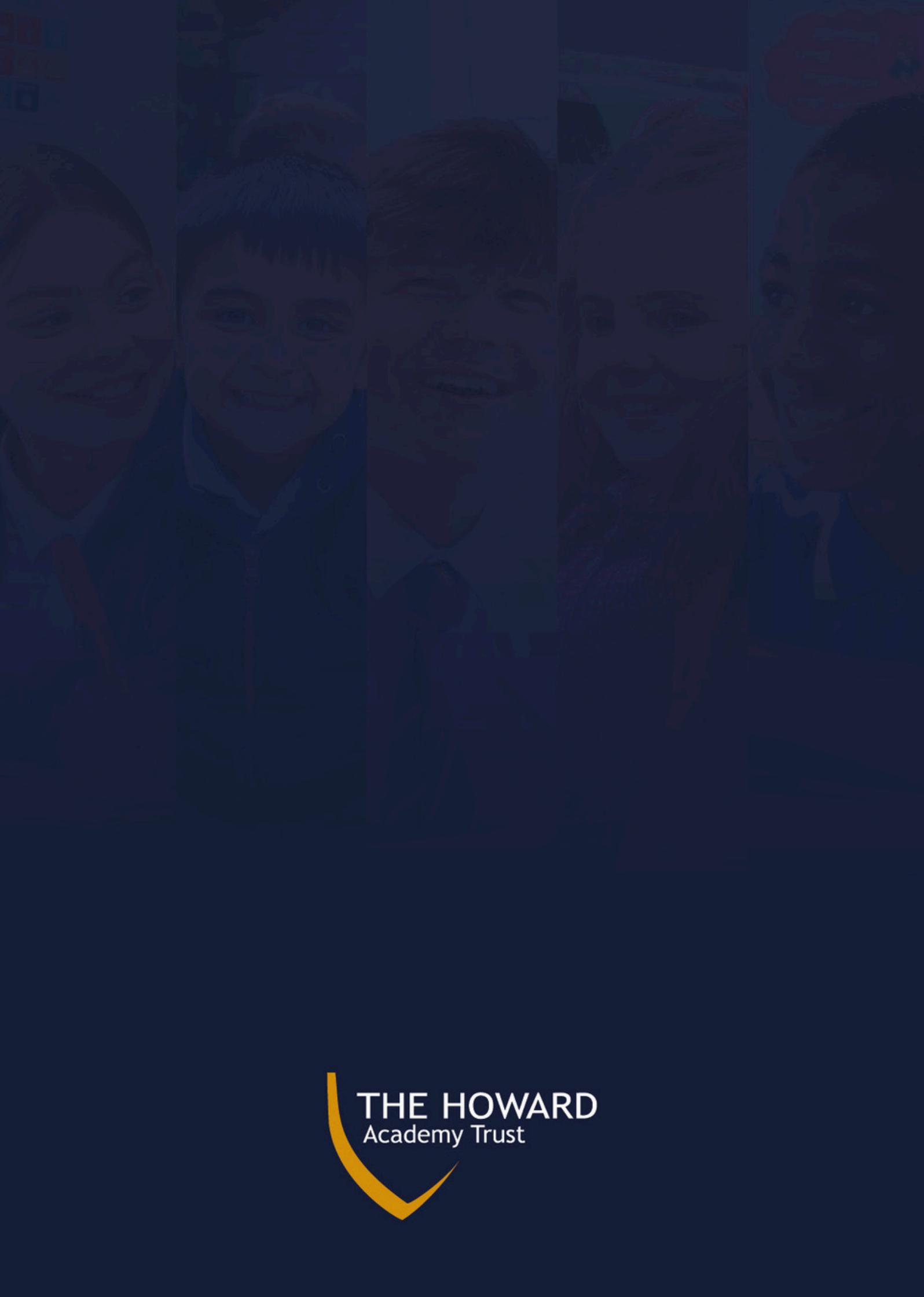
An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

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"> Maths & English GCSE or equivalent Grade C (pass) 	<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 site environment 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
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 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"> 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 these impacts on morale, high expectation, and high standards
Characteristics and Competencies	
<ul style="list-style-type: none"> 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 	

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| <ul style="list-style-type: none">• Availability to work at required times• Excellent communication including verbal and written skills• Ability and keenness to promote the school and 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• Understands the importance of confidentiality and discretion• Desire to undertake professional development within the role | |
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THE HOWARD
Academy Trust