

Miers Court Primary School

Recruitment Pack
Site Operative



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.



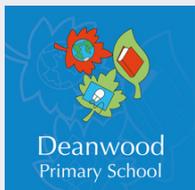
Our Family of Schools



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 Miers Court Primary School



We are a happy 2 form entry Primary and are proud of our reputation as a friendly and caring place where children are encouraged to be the very best they can be in all aspects of school life. Our children have a strong voice here; from our School Council to our House Captains, pupil leadership is highly valued and there are lots of opportunities for children to contribute to our school community.

Our School Values form the acronym STARS: Self-belief, Togetherness, Aspiration, Resilience and Success, and these are woven into all that we do. They inspire our children to keep **“Shining Bright, Aiming High”**, our school motto.

Our curriculum is aimed at sparking the children’s interest and allowing their curiosity to grow. Through the opportunities that the curriculum offers and our promotion of life-long learning skills, we aspire for the children to build their independence and resilience and to have a sense of pride in all of their learning.

Mrs Fordyce, Principal




NOR
422


Age Range
3-11


PP
17.1%


FSM
17.1%


SEN
24.4%


EAL
7.6%

Job Description

Job Title:	Site Operative
Department:	Premises
Responsible to:	Head of Estates
Remuneration:	NJC D2 Point 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: Site Operative

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 License
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



THE HOWARD
Academy Trust