



**Waterfront  
UTC**

# 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.



Platinum  
Workplace  
Wellbeing Award



benenden  
health  
Subsidised Private  
Healthcare



Free flu jabs  
every autumn



Employee Assistance  
Programme with  
Free Counselling



Mental Health  
First Aiders  
in all schools



Early finish for  
teaching staff on  
Fridays for CPD/PPA



Multiple routes  
into teaching



Opportunities for  
collaborative CPD



Trust-wide training  
and networking  
events



Career Progression  
and upskilling  
opportunities



Bespoke in-house  
Into Leadership  
Courses



LGPS/TPS Pension  
Scheme & Generous  
Contributions



Competitive salary  
with annual pay  
progression



Early salary  
withdrawal with  
Access EarlyPay



Minimum 25 days  
annual leave for  
full time staff,  
plus bank holidays



Discounted hire of  
school facilities



Cycle to work  
scheme



Free car parking  
at each Trust site



EV Charging across  
sites



On site catering  
with a full  
lunch menu



Discounted gym  
membership



A diverse and  
inclusive workplace



Staff referral  
scheme



Flexibility  
for life events



Annual  
Trust Awards

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



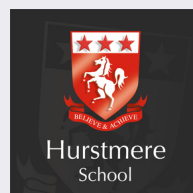
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



**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 Waterfront UTC



Welcome to Waterfront UTC and thank you for your interest in this post. I am determined to recruit the best possible individual who is passionately driven to ensure that every child succeeds in life and becomes a pioneer for Engineering or Construction.

University Technical Colleges (UTCs) are government-funded schools with a STEM focus. Our students join us in September of Year 9 or Year 12, and study a tailored curriculum of technical qualifications which focus on Engineering and Construction, whilst building a solid understanding in the core subjects.

Our employer partners work closely with us, getting to know our students over the time they are here, supporting them with careers guidance, careers planning and ongoing project work. Established by companies and universities in areas of high demand for talent, UTCs benefit from industry standard equipment and specialist staff to provide students with the skills valued by employers.

*Mrs McLean, Principal*

## Why choose Waterfront UTC?

- Opportunity to work with older students, aged 13-19, where students are treated as adults.
- 100% of students leaving Year 11 and Year 13 are placed in their chosen destination/career path
- A purpose built facility, with state-of-the-art equipment to aid our students' learning



NOR  
367



Age Range  
13-19



PP  
27%



FSM  
31.1%



SEN  
31.3%



EAL  
9.3%

# 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.

**Lettings:**

- Provide on-site support for lettings activities, including preparing spaces before and after use, ensuring rooms are clean, safe, and appropriately set up for external hirers.
- Act as a point of contact for lettings clients, assisting with access, basic troubleshooting, and ensuring compliance with site procedures during their use of the facilities.

**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
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>A pass in Maths &amp; English GCSE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Premises, estates or building and site/equipment maintenance related qualifications</li> <li>Health and safety qualification or accreditation</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of working in a premises environment</li> <li>Experience of building maintenance</li> <li>General DIY skills</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within the academy or education sector.</li> <li>Experience of working in a building or trade environment</li> <li>Full clean Driving License</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>Knowledge of the workings of a school premises team and the diverse duties and skills required to complete the day- to-day responsibilities</li> <li>Must be able to meet the physical demands of the role</li> <li>Good understanding of health and safety</li> <li>Knowledge of setting up and down various equipment</li> <li>Ability to manage time effectively to complete tasks to a high level</li> <li>Ability to work both alone and within a team to achieve specified standards</li> <li>Be flexible to changing demands of the post</li> <li>To undertake any training relevant to the role</li> </ul>	<ul style="list-style-type: none"> <li>Skills in plumbing, electrical, carpentry/joinery, painting or glazing</li> <li>Knowledge of child protection and safeguarding policies</li> <li>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</li> </ul>



## 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

