



# Shorne

Church of England Primary School

Working at Shorne C of E Primary School

## Join our Team



**For appointment of:**  
**Site Manager**



Diocese of  
Rochester



PROUD TO BE  
**Aletheia**  
Academies Trust





## Head of School Welcome

Tara Hewett

**Thank you for your interest in the role at Shorne C of E Primary School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.**

At Shorne Primary School, we hold our Christian Values of **Resilience, Community, and Respect** in the highest regard. We believe in ensuring that each and every member of the school community feels valued, listened to, nurtured and encouraged to see the positive impact they can have on themselves, others and the world.

Our children are at the heart of everything we do and we strongly believe in offering each child every opportunity to develop into kind, confident, and compassionate members of society. It is important to us that we look after the people who look after our young people; recognising and nurturing skills and talents whilst supporting colleagues to pursue interests and develop professionally.

Our children's school journey is a partnership between school staff and families; we believe that in working together to grow our children in learning and in faith and supporting families to thrive and flourish, we can set our children up for success both now and in the future.

We are proud to be a founding member of Aletheia Academies Trust. We collaborate with local schools to share best practice, opportunity and foster relationships which support our children's growth.

We are proud and privileged to serve as the Heads of School of the Shorne C of E Primary School.

We look forward to receiving your application.



# Shorne Church of England Primary School



Shorne Church of England Primary School, part of the Aletheia Academies Trust, is a friendly, dynamic and innovative school. We believe in ensuring that each and every member of the school community feels valued, listened to, nurtured and encouraged to see the positive impact they can have on the world. Our children are at the heart of everything we do and we strongly believe in offering each child every opportunity to develop into kind, confident, and compassionate members of society. We are a very friendly and supportive team who firmly believe in the importance of collaboration between and the well-being of colleagues, families and children.

We are located in a beautiful village setting and just over 200 children. We are proud to have been graded as a good school by Ofsted in March 2023, and also good as a Church school by SIAMs in February 2018. We pride ourselves on our collegiate and collaborative team ethos, and if you join us we will ensure that you have opportunities for continued professional development, as well as support and friendly faces on a day-to-day basis.

The school has extensive facilities and attractive school grounds. Our curriculum is delivered through engaging, memorable opportunities, and we believe in the development of the whole child.

Our vision - **LOVE your neighbour, LEARN from the Good Samaritan, LIVE with open hearts and minds** - reflects our strong Christian ethos and our aim for the very best for everyone within our community. Whilst we are a Church of England School, our Christian Values are lived by pupils and staff of all faiths and none. Inclusion of all is incredibly important to us at Shorne.

We are proud to be part of the Aletheia Academies Trust. We work regularly and collaboratively with our partner schools to provide a wide range of exciting learning opportunities for our children and staff.

To develop life-long learners that have a clear understanding of the world in which we live through the acquisition of skills and knowledge; developing their unique God-given talents which will enable them to contribute, collaborate and flourish in a global society.

"...grow in the grace and knowledge of our Lord..." Peter 3:18



**The curriculum is broad and balanced, and provides a wide range of opportunities for pupils to learn.**



Diocese of  
**Rochester**



# Job Description

<b>Job Title</b>	Site Manager
<b>Location</b>	Shorne C of E Primary School
<b>Duration</b>	26.5 hours
<b>Work Hours</b>	Mon-Fri (7am-9am and 2.30pm – 6pm, Monday-Thursday and 5pm finish on Friday)
<b>Reporting to</b>	Head of School
<b>Salary</b>	AAT C.5 (£25,525 FTE per annum)
<b>Pension</b>	LGPS



## About the Role

The Site Manager is responsible for all aspects of the school site, both internal and external, are maintained to a high standard with regards to health and safety, security, and cleanliness. You will be managing and undertaking planned and reactive site duties to support all school maintenance needs and health and safety requirements in line with the Trust policy.

Basic hours are 26.5 per week, 44 weeks of the year, school holiday work patterns to be agreed with the Head of School. Hours of duty may have to be varied from time to time to meet the needs of the schools.

# Key Responsibilities



- Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Be responsible for other site staff including cleaning staff and grounds persons.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Undertake minor repairs (i.e. not requiring qualified craftsman), decorating and maintenance of the buildings and site.
- Monitor materials and stock and/order supplies and take meter readings.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations and water temperature testing) and equipment, in line with other schedules.
- Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment.
- Plan out, seek contractors and arrange building repairs and oversee works for large jobs.
- Be able to work at heights and undertake DIY duties.
- Be able to, or willingness to learn how to, use email and have basic computer skills.
- Keep to schedules to monitor maintenance.
- To undertake regular checks of the whole building and to formally report any findings/ actions to line manager.







## Skills and abilities

- Wider awareness of the related working environment e.g. client groups.
- Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance.
- Sufficient knowledge related to a range of council services and activities in order to train, coach and/or mentor others.
- To organise others and own workload in order to achieve the job.
- Ability to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant.
- Ability to maintain accurate and timely records as required by the role e.g. contractors' schedules, etc.
- Ability to deal with everyday problems and to identify which problems should be referred to supervisor.
- Ability to monitor job activities as required by the role.
- Ability to understand information and advise and liaise with others accordingly.
- Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.
- Has written and numeric skills in order to complete more detailed records and reports.
- Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to ensure work is carried out in accordance with plans, etc.).
- Ability to communicate using information technology as required for the role.



"Teachers inspire pupils to learn.

Children make a good start to their learning in early years."

- Ofsted

## Knowledge

- Knowledge and expertise in minor maintenance and repair.
- Knowledge of ordering/monitoring procedures as required.
- Knowledge of how own job fits into the activity and role of the area/site.
- Knowledge of a range of other jobs in the area.
- Understands and able to apply Health and Safety procedures relevant to the job such as (or willingness to train):
  - Manual handling.
  - Safe use of machinery and/or equipment.
  - COSHH.
  - First Aid and Hygiene Practice.
  - Lone working procedures and responsibilities.
  - Water hygiene and pool plant management/operation.
  - Working at heights.
- Able to recognise and to deal with emergency situations.
- Will need to undertake training to keep knowledge up to date.



"The school's Christian values of love, honesty and respect are well expressed through its caring atmosphere." - SIAMS

**E****D**

## Qualifications and Experience

Level 2/3 Diploma (or equivalent) and proficient technical and practical skills. (Not essential)

x

Previous relevant experience including supervisory experience.

x

## Personal Qualities

Ability to be resilient and prioritise effectively.

Commitment to always maintaining confidentiality.

Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

All Essential Criteria

**E = Essential**

**D = Desirable**



# 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:

Miss T Hewett, Head of School  
[info@shorne.kent.sch.uk](mailto:info@shorne.kent.sch.uk)  
01474 822312

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

**School Visit Date:**

**Closing Date:**

Friday 30<sup>th</sup> January

**Interview Date(s):**

Tuesday 3<sup>rd</sup> February 2026



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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