



# Hurstmere School

## Recruitment Pack Lettings and Premises Assistant



# 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.

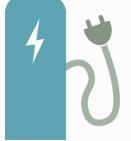


**Owen McColgan**  
**Chief Executive**  
The Howard Academy Trust



# 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 &amp; 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

**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

**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

**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

**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

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

# Welcome to Hurstmere School



A very warm welcome to Hurstmere School and thank you for your interest in our school. This is a very exciting time to be joining our Hurstmere community, having recently received the best GCSE results in the school's history. Hurstmere School is a popular, non-selective secondary academy for boys aged 11-16, with a strong sense of community and determination to succeed in all we do.

Our vision is for our students to '***Believe and Achieve***'; to be the best that they can be. By promoting high aspiration and fostering a confident self-belief that with hard work and determination, there are no boundaries to what they can achieve.

During their time with us, students develop the character traits and values of our RTRAILS - Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief. Hurstmere offers a supportive and inclusive environment that celebrates and welcomes diversity. We expect everyone in our community to have the highest expectations of themselves and of each other. We offer all students, regardless of their starting point, the very best chance of academic success by delivering a curriculum which gives our students the foundations to fulfil their ambitions.

*Mrs Bennett, Principal*

## Why choose Hurstmere School?

- Students are encouraged to fulfil their ambitions outside of the curriculum, including Sports Leadership, DofE, the Bexley School Games programme, and access to a bespoke TV studio and recording studio.
- Our pastoral team place value on personal wellbeing and development, looking after the whole student.



NOR

**966**



Age Range

**11-16**



PP

**16.4%**



FSM

**15.3%**



SEN

**22.5%**



EAL

**8.9%**

# Job Description

**Job Title:** Lettings and Premises Assistant

**Contract Type:** Part-time

**Remuneration:** NJC PayScale E2, points 2-3

## 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;
- 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 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 children in the school.

## **Personal and professional conduct**

The post holder should conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

### **Premises responsibilities:**

- Opening and closing the school premises, ensuring general security at all times and dealing with any issues that may arise
- Report all matters of concerns or issues to the Line Manager in due course
- To carry out indoor cleaning duties as directed by the Line Manager
- When necessary, to assist with the clearing of litter and the emptying of litterbins around the school site as directed by the Line Manager
- Clearing paths, access points and entrances of snow and ice to ensure safe passage
- Set out and remove Exam Desks as required by the Exams Department
- Replenishing soap, towels, and toilet paper to all toilets on site
- Any other reasonable duties, at the request of the Principal or Line Manager
- All duties should be carried out in an efficient manner and to an acceptable level

### **Lettings responsibilities:**

- To work as part of the Lettings Team to assist with the hire of the school facilities that take place out of school hours, e.g Evenings and weekends
- Support the school to ensure effective and efficient lettings, cleanliness, safety and security
- To work closely with the Lettings Manager and the school to ensure all the needs of lettings are met
- Welcome Hirers to the school and meet & greet upon arrival with a polite and friendly approach
- Meet Hirers at the end of their hire to ensure they leave on time and allow you to lock-up
- Erect and take-down any directional signs so that Hirers and their Clubs know where to go
- Communicate with the Lettings Manager to ensure you are aware of jobs that need completing
- Proactively seek out jobs, if necessary, such as litter picking and cleaning
- Prepare areas and set-up rooms, if required, and put equipment away leaving the area ready for school use the next day
- Cleaning will be required in rooms that are hired, changing rooms and WCs
- Open and unlock buildings that are required for use by Hirers
- Directing on-site traffic and car-parking if needed
- Undertake online training in Health & Safety, Fire Awareness, First Aid at Work and Manual Handling
- To be fully aware and comply with the Control of Substances Hazardous to Health Regulations & Health & Safety at Work Act 1974
- Possess basic IT skills to monitor and respond to emails and work tasks that are assigned

- To use the SchoolHire Calendar that is the online booking system used by the Hirers, with necessary training provided

**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
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"><li>Basic literacy and numeracy skills</li><li>Willingness to undertake training, as and when required</li></ul>	<ul style="list-style-type: none"><li>Premises, estates, or building/site equipment maintenance related qualifications</li><li>Health and Safety qualification or accreditation</li><li>First Aid training</li></ul>
<b>Experience</b>	
<ul style="list-style-type: none"><li>Experience within a similar environment</li><li>Full clean Driving Licence</li><li>Ability to travel between sites, if required</li></ul>	<ul style="list-style-type: none"><li>Experience of working within the academy or education sector</li></ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"><li>High degree of accuracy</li><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></ul>	<ul style="list-style-type: none"><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 these impacts on morale, high expectation, and high standards</li></ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"><li>Excellent communication including verbal and written skills</li><li>Ability to create a happy, challenging and effective learning environment</li><li>A solution-focused mindset and determined “no-excuses” approach to raising standards</li><li>A personable nature to build effective relationships</li><li>Ability and keenness to promote the Trust’s positive culture and ethos</li><li>A high level of integrity, confidentiality and discretion</li></ul>	<ul style="list-style-type: none"><li></li></ul>

- Ability to develop good personal relationships within a team, making an effective contribution to high morale

