Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

# Join our Team

For Appointment of:

## Caretaker

Diocese of Rochester

PROUD TO BE Aletheia Academies Trust

# Welcome from Executive Headteacher

## Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.

# Welcome from Head of Secondary Phase

## Matt Lillie

Thank you for taking the time to consider a post at Saint George's. We are immensely proud to be a Church of England school and committed to serving the local community of Gravesham. As an all through school we have the rare privilege of seeing our pupils develop from the age of 4 right up until they reach 19. Improving life chances for local children is at the heart of what we do and something that drives us to continually improve.

Pupils at Saint George's achieve well and are supported by a deeply committed and caring staff body many of whom were once pupils at the school themselves. We pride ourselves on being a highly inclusive school and this is supported by our pastoral and SEND teams who are passionate about inclusion. We seek to encourage every child to find and develop their talents and as such our curriculum is broad, allowing pupils to find the subject that they are passionate about. This is supported by a wide extra-curricular offer including the Duke of Edinburgh Award, an extensive range of sports, creative and performing arts and much more.

If this sounds like a community that you would be excited to join, then I look forward to receiving your application.

**All Different • All Equal • All Flourishing**

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# Saint George's Church of England All Through School

We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto **'All Different, All Equal, All Flourishing'** emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.

**"Visitors most often comment upon the profound sense of community within the school."**

Diocese of Rochester

SIAMS INSPECTION 2019
THE CHURCH OF ENGLAND
THE NATIONAL SOCIETY
EXCELLENT

Ofsted
Good Provider

# Job Description

| | |
|---|---|
| Job Title | Caretaker |
| Location | Gravesend |
| Duration | Permanent |
| Work Hours | Full-time |
| Reporting to | Site Manager |
| Salary | AAT B £24,564-£25,126 per annum |
| Pension | Local Government Pension Scheme |

Saint George's Church of England is looking for a candidate of exceptional ability to join our team as a Caretaker in this successful all-through provision. Our school was recently graded Good in our Ofsted inspection in October 2023 and the successful candidate would continue to meet the highest standards.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. Your role will be to enable families to have access to outstanding provision as soon as they join Saint George's. Working closely with other members of staff, you will be a key part of the team, shaping the school to meet the needs of its children and the aspirations of the local community.

We would love to hear from you if you:

- want to work in a supportive and caring environment
- are committed to enabling every child to achieve the very best they can
- are an ambitious professional

# Key Responsibilities

## Purpose of the Job:

Support the Site Manager to ensure the security of the establishment and provide a cleaning and general maintenance service of buildings and surrounding areas.

## Key duties and responsibilities:

- Maintain the security of the premises by opening and closing premises (including times for lettings), repairing doors, latches and fences, and acting as key holder for out of hours contact to maintain a safe environment.
- Undertake general checking and emergency cleaning of parts of the establishment, as directed. Carry-out indoor cleaning duties as directed.
- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc. Maintain a clean and tidy environment.
- Ensure paths, access points and entrances are clear of snow and ice to ensure safe passage.
- Undertake daily and seasonal maintenance of the site and equipment, inside and out, as required including changing light bulbs and strip lights, tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets, cleaning and repairing wheelchairs to ensure a safe environment is maintained.
- Maintain adequate supplies of cleaning materials and supplies (oil, light bulbs, batteries, salt, etc), re-ordering when needed, to meet the establishments needs.
- Attend training courses as required and assist in the training of other premises support staff as directed.
- Comply with, note and report as necessary on any matters affecting Health & Safety, Fire Regulations and other County policies.
- Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free.
- Move heavy and awkward shaped furniture and supplies as requested, and work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
- In the absence of the Site Manager, escort and advise maintenance contractors attending the building who may be pricing or carrying out a job to ensure the contractor is given adequate information to complete the task.

# Person Specification

E = Essential D = Desirable

## Knowledge and Skills

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| Previous experience of working in a school environment would be beneficial | D |
| Ability to organise own workload and follow routines/instructions | E |
| Relevant technical knowledge e.g. use of a range of basic tools and machinery | E |
| Must be able to communicate verbally with staff at all levels, along with pupils | E |
| Understanding of Health and Safety issues e.g. manual handling, COSHH, lone working. | E |
| Tact and diplomacy to deal with a range of situations | E |
| Ability to remain calm under pressure | E |

## Personal Qualities

| | |
|---|---|
| Ability to build and sustain effective working relationships with a wide range of stakeholders and external partners | E |
| Ability to demonstrate enthusiasm and sensitivity while working with others | E |
| Ability to make considered decisions | E |
| To be creative, flexible and innovative | E |
| To promote a well-reasoned educational philosophy in relation to the school ethos | E |
| To be encouraging and supportive in the development of others | E |
| To be emotionally self-aware | E |
| To have high personal aspirations and inspire the same in all members of the school community | E |
| To demonstrate a high level of integrity, honesty and fairness | E |
| Readiness to reflect on, evaluate and improve practice | E |
| Humour, warmth and energy | E |

# 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:

**The People & Culture Team**
HR@aletheiatrust.org.uk
**01474 533 082**

To apply for this role, please visit MyNewTerm:
Online Application Form

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.**

Diocese of Rochester

PROUD TO BE Aletheia Academies Trust

# Contact Us

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