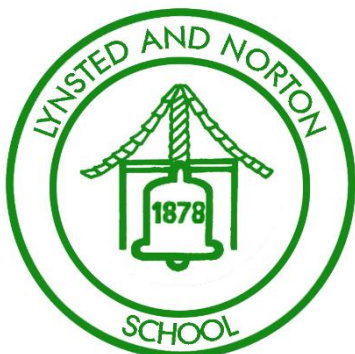


CARETAKER

VACANCY

Lynsted & Norton Primary School
Lynsted Lane
Lynsted
Sittingbourne
Kent
ME9 0RL

Phone: 01795 521362
Email: office@lynsted-norton.kent.sch.uk



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Dear Applicant

Thank you for expressing an interest in joining us at Lynsted & Norton Primary School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Lynsted & Norton Primary School is centred around 2 main buildings. The main school building consists of a school hall, three classrooms, the library and a play therapy room. The School House holds the Reception classroom and beautiful outside area, the school offices and some central Trust offices. Our vision is to create a positive and nurturing learning community, allowing everyone to thrive and reach their potential. Pastoral support is provided by all staff and we maintain high ratios of adults to children on the playground. We also fund additional play therapy sessions and 1-1 sports coaching for those children who we feel need additional support. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Lynsted & Norton Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.Lynsted-Norton.kent.sch.uk or contact the office: office@lynsted-norton.kent.sch.uk (t: 01795 521362).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mrs Sally Bowler
Head of School



Miss Georgie Ingram
Executive Headteacher



Advert

Job Title: Caretaker

Grade: Kent Scheme A

Salary: £6,627 pro rata (£24,522 FTE)

Hours: Monday to Friday 3.30pm to 5.30pm (10 hours per week)

The main purpose of the caretaker is to ensure that the schools statutory facilities checks are undertaken and that the schools is safe environment for the pupils, staff and other stakeholders that use it.

Key duties include:

- Act as a designated key holder allowing emergency access to the site, liaising with police and alarm company. Securing school premises following out of hours intruder alarm activation.
- Site security such as locking and unlocking the school buildings as required. Ensure security of all windows, doors, gates and fire exits.
- Assist with health and safety checks maintaining records as directed, reporting any defects of buildings, furniture, fittings and equipment to the Headteacher.

Checks will include but are not limited to:

- Site perimeter security
- Water safety
- Fire Alarm Systems and general fire safety
- Intruder Alarms
- Heating System
- Emergency Lighting
- Tree safety
- Asbestos Management
- Play Equipment
- Control of Substances Hazardous to Health (CoSHH)
- School Mini Bus

The successful candidate will:

- Have excellent organisational skills
- Be punctual
- Communicate well and be confident managing others
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Georgina Ingram, via telephone on Georgie.ingram@ocmat.org.uk.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidates suitability to work with children will be discussed at interview.

Job Description

Main Job purpose

To work under the direction of the headteacher providing security, general repairs and maintenance inside and outside of the school premises assisting with the health and safety to ensure a safe working environment is maintained.

Perform duties in line with Trust and school policies, observing safe working practices in adherence with health and safety requirements.

Main responsibilities:

The main purpose of the caretaker is to ensure that the schools statutory facilities checks are undertaken and that the schools is safe environment for the pupils, staff and other stakeholders that use it.

Key duties include:

- Act as a designated key holder allowing emergency access to the site, liaising with police and alarm company. Securing school premises following out of hours intruder alarm activation.
- Site security such as locking and unlocking the school buildings as required. Ensure security of all windows, doors, gates and fire exits.
- Assist with health and safety checks maintaining records as directed, reporting any defects of buildings, furniture, fittings and equipment to the Headteacher.

Checks will include but are not limited to:

- Site perimeter security
 - Water safety
 - Fire Alarm Systems and general fire safety
 - Intruder Alarms
 - Heating System
 - Emergency Lighting
 - Tree safety
 - Asbestos Management
 - Play Equipment
 - Control of Substances Hazardous to Health (CoSHH)
 - School Mini Bus
- Take action where hazards are identified, report serious hazards to the Headteacher immediately. Record checks as directed in accordance with the Trust systems.
 - Undertake regular visual check of the site ensuring the general tidiness and safety of outside areas. These would include but are not limited to:
 - Outside areas (free from litter, and bins are emptied)
 - Ensuring fire exits are clear from obstructions
 - General condition of Windows (operational and free from cracks)
 - Toilet spaces are clean and fully supplied
 - Any signs of vermin (wasps, ants, cockroaches, mice/rats/squirrels)
 - Removing dangerous object in school ground
 - Addressing trip hazards such as plugs and cables
 - Checking water management (gutters and gullies)
 - Assessing all hard surfaces and steps ensuring these are free from leaves, moss and mud
 - Undertaking ground level roof assessments (are there broken or slipped tiles)
 - Clean designated areas of the school building and grounds according to instructions.

- Ensure safe pedestrian access by keeping paths, access points and entrances free of mud, leaves, moss, snow and ice.
- Undertake range of handyperson duties (i.e. those not requiring a qualified craftsman) as directed by the Headteacher, that contribute to the maintenance of the school premises (e.g. repairs to fittings and small-scale improvements, repairs to taps and cisterns, erect shelves/notice boards etc, clear blockages from sinks traps and toilets, assemble flat pack furniture).
- Assist the cleaners, and cover for any absences, in general cleaning of the premises to ensure a tidy appearance and high standards or cleanliness are maintained
- Provide a portage service for the school and deliveries to ensure supplies moving items to an appropriate area to keep passageways clear and hazard free. Check deliveries against paperwork, passing delivery notes to the school office.
- Set up and clear away furniture as required
- Maintain caretaker/cleaning storage areas and cupboards in a clean and tidy condition.
- Dispose of waste materials in a safe hygienic manner ensuring all bins are available for collection when required. Disinfect drains and dustbins regularly.

The post holder will refer all but the most routine issues/queries regarding the organisation and quality of work to the Headteacher for action or a decision.

The caretaker will also follow the following expectations

- Comply with policies and procedures relating to child protection, health and safety, data protection and GDPR reporting all concerns appropriately.
- Always treat matters relating to all Trust, its constituent schools, staff and children as strictly confidential, adhering to the Data Protection Policy
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.
- Attend training courses relevant to the post, ensuring continuing personal and professional development.

Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children. **This role is subject to an enhanced DBS check.**

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> Level 2 Diploma (or equivalent experience) and proficient technical and practical skills 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> Experience of using a range of basic tools and machinery e.g. cleaning equipment, handheld tools and general maintenance tools Basic DIY skills and the ability to undertake small scale decoration, repair and DIY tasks Knowledge of minor maintenance and repair Written and numeric skills to complete records and reports Understands and able to apply health and safety procedures relevant to the job such as: <ul style="list-style-type: none"> Manual handling Safe use of machinery and equipment Lone working procedures and responsibilities 	<ul style="list-style-type: none"> Knowledge of basic health and safety rules and regulations including manual handling
Skills	<ul style="list-style-type: none"> Able to recognise the importance of ensuring a safe and secure environment Able to prioritise own workload Able to contribute to the day-to-day smooth running of the school Able to maintain accurate and timely records as required Basic degree of computer literacy Able to listen, observe and report information to a manager Able to solve basic problems and to identify those that should be referred to a manager Able to recognise and to deal with emergency situations Able to use maintenance equipment safely Able to work flexibly and enjoy a varied routine Demonstrably responsible, honest and reliable Friendly nature with a tactful, professional and flexible approach Able to manage own time effectively and prioritise workload Able to work as part of a team and to agreed targets 	<ul style="list-style-type: none"> Knowledge of relevant school policies which keep children safe in education. EG Safeguarding and Child Protection
Personal attributes	<ul style="list-style-type: none"> Discreet Good sense of humour Good time keeping and attendance. Appropriate levels of personal presentation Self-motivated and pro-active - loyalty – act as an ambassador for the Trust with visitors and all members of Trust community 	
Values	<ul style="list-style-type: none"> Commitment to Trust's aims and values Commitment to continuous personal development Honest and reliable, displays integrity and commitment to the Trust. To enrich children's lives 	

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders

The Collaborative Leader:

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
 c/o Lynsted & Norton Primary School
 Lynsted Lane
 Sittingbourne
 Kent
 ME9 0RL

Company No: 10842747