



**Site Assistant**  
Westlands Secondary School  
Information



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# Welcome

Dear Applicant,

Thank you for expressing an interest in joining us at The Westlands School.

I hope this pack will give you a flavour of what it is like to be part of our successful and dynamic school. However, you are very welcome to come and visit us during the school day to see for yourself why we are so proud of the students and staff who make up our school community.

We are a large, non-selective secondary school in the town of Sittingbourne, situated on an extensive site that boasts plenty of open green spaces for our pupils and our own school farm. We have also benefited from significant investments in new buildings that complement the more traditional parts of the school.

Our school has a well-established local reputation for success that is built on an inclusive, nurturing and aspirational learning environment; we are oversubscribed in every year group and have a large and thriving Sixth Form.

At Westlands, traditional values concerning personal responsibility, excellent behaviour and hard work are combined with a strong sense of community that encourages kindness and care for one another. This ethos is encapsulated by the school's RADAR system which promotes Respect, Achievement, Diversity, Aspiration and Resilience.

Our staff lead by example and work hard to ensure that our students and our colleagues feel happy, valued and supported. We believe that this is one of the reasons why successive Ofsted reports have praised the 'strong relationships between staff and pupils'. Indeed, why the most recent report stated that 'the school is a harmonious environment'.

All new colleagues at Westlands are made to feel welcome, with their own tailor-made induction package. The professional development of staff is one of our top priorities and we offer all our staff an extensive package. This ranges from a highly praised ECT induction package to nationally recognised programmes (including the Outstanding Teacher Programme and the Outstanding Leaders in Education).

If you would like to find out more about our school, our curriculum and our facilities, please visit our website ([www.westlands.org.uk](http://www.westlands.org.uk)).

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

Yours faithfully,



Christina Honess  
Headteacher

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# Job Description

**Job Title:** Site Assistant  
**Grade:** SAT B  
**Responsible to:** Site Assistant

## **Purpose of the Job:**

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

## **Main duties and responsibilities (Accountabilities):**

- Maintain security of the site, i.e. opening and closing of the premises including those for lettings, fixing and reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate.
- Act as a designated key holder, providing out of hours and emergency access to the school site on occasion.
- Undertake general repairs and maintenance around the establishment, inside and out, including decorating, litter picking, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained.
- Ensure resources such as cleaning supplies and equipment are stored and maintained appropriately.
- Support the cleaning team by covering for absences, in general cleaning, i.e. buffing/polishing floors, cleaning windows and toilets to maintain a tidy appearance across the site.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) to ensure the day to day needs of the establishment are met.
- Undertake general portering duties, including moving furniture and equipment within the school, to ensure supplies are correctly handled and appropriately delivered.
- Perform duties in line with health and safety regulations (including COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Facilitate school events and external lettings and carry out associated tasks, in line with local agreements.
- Deputise for the Site Manager in periods of absence, sometimes at short notice.
- Travel to other Trust school sites to provide additional support / cover as and when needed.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# Person Specification

Qualifications	ESSENTIAL/ DESIRABLE
Proficient technical and practical skills relevant to the job.	E
<b>Experience</b>	
Experience of working in a school or maintenance / building industry.	E
Willingness to undertake appropriate training and professional development.	E
Experience within the construction or maintenance industries.	D
Evidence of relevant training e.g. asbestos awareness, water hygiene.	D
Evidence of Health & Safety training, e.g. working at heights, COSHH.	D
First Aid training.	D
Clean driving licence.	D
<b>Knowledge and Skills</b>	
Able to carry out maintenance and other practical tasks, such as basic plumbing, carpentry, electrics, decorating and deep cleaning.	E
Able to recognise and to deal with emergency situations.	E
Basic written and numeric skills.	E
Basic ICT skills.	E
An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Ability to maintain accurate and timely records as required by the role e.g. contractors' schedules, etc.	D
Use of a range of basic tools and machinery e.g. lawn mowers, kitchen equipment and cleaning equipment etc.	D
<b>Personal Qualities</b>	
Strong work ethic and capacity for hard work.	E
Ability to relate well to colleagues and pupils.	E
Flexibility in approach to completion of work.	E
Ability to work under pressure and meet strict deadlines.	E
Ability to undertake work minimising disruption to others, ensuring tasks are carried through to completion.	E
Knowledge and a genuine interest in educational issues and how they apply to this school.	D



# Working at Westlands School

Westlands offers a stimulating, supportive and rewarding working environment, where all staff are valued and where you will have the opportunity to access a range of excellent professional opportunities to support your progression.

## Benefits

- Enhanced Maternity Pay
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

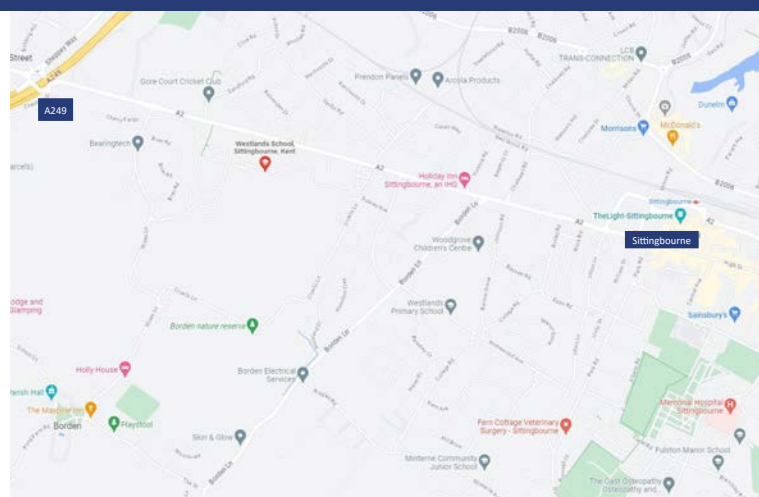
# Finding Us

**Westlands Secondary School**  
Westlands Ave, Sittingbourne ME10 1PF

01795 477475  
[westlandsoffice@swale.at](mailto:westlandsoffice@swale.at)

**Closest Train Station: Sittingbourne Station**  
Approx. 27 minute walk

**Closest Bus stop:**  
The Billet (From A249/Medway) - 328, 334, X3  
The Billet (From Sittingbourne/Sheppey) - 328, 334, X3





## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to [wssrecruitment@swale.at](mailto:wssrecruitment@swale.at) or by post to the following address:

Mrs Ellen Apps  
Westlands Secondary School  
Westlands Avenue  
Sittingbourne  
Kent  
ME10 1PF

## The Shortlisting and Interview Process

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

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any 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 two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous 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 a teaching role in past employment.



## **Safeguarding**

Our Trust 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.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

# Swale

## ACADEMIES TRUST



### OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

### OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



#### Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

#### Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

### OUR VALUES

#### Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

#### Agility

We are curious and innovative, embracing both challenge and change.

#### Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.



# Swale ACADEMIES TRUST

