



## **WESTLANDS SCHOOL**

### **Recruitment Pack**

### **Site Maintenance Technician**



**Westlands Avenue**

**Sittingbourne**

**Kent**

**ME10 1PF**

## **Job Description**

<b>School:</b>	<b>Westlands School</b>
<b>Job Title:</b>	Site Maintenance Technician
<b>Grade:</b>	SAT 3
<b>Responsible to:</b>	Site Manager

### **Hours of duty:**

Full time: Monday – Thursday an 8 ½ hour shift between the hours of 5.30 a.m. and 7.30 p.m.  
Friday an 8 hour shift between the hours of 5.30 a.m. and 7.00 p.m.  
(1 hour for lunch daily)

Part time: Relevant number of hours between the above start and finish times, as contracted.

These hours may need to vary, depending upon the needs of the school and outside of term time.

### **Purpose of the Job:**

The site staff will ensure that a comprehensive, well organised and effective caretaking service is provided to the school. They will be expected to work as a team and complete tasks conscientiously and to the highest possible standard. They will give whatever assistance is needed in order to provide support for staff, pupils, parents and others and will be expected, at all times, to promote the ethos of Westlands as a caring and welcoming school and this will be reflected in their dealings with all individuals.

In order to cope with any imbalance of work load over the year there will be flexibility and task sharing within the site team. It may be necessary from time to time to work flexitime in order to complete tasks, this being arranged as mutually convenient. The site staff are expected to ensure that all lettings are covered.

The site staff will undertake such additional or altered duties as the Head of School may from time to time assign.

As Westlands is a large site, the Site Maintenance Technicians will share the responsibility for the total site. It must be borne in mind, however, that at times an individual may have to assume responsibility for the site. Although the Site Manager is ultimately responsible for the whole site, it is understood that when possible/appropriate the site staff will help each other in order to make jobs easier or where individual skills and expertise vary. Similarly, in the absence of one of the site staff the others should ensure they have the necessary knowledge to take over in order to keep the site responsibilities running smoothly.

The times worked must not be altered except with the agreement of the Headteacher.

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

Unlock/lock and check site and alarms

Turn on/off all lights and close windows

Check heating is operating in all areas as required

Set out chairs for assemblies as required

After break clear litter and empty bins

Prepare function rooms, equipment/refreshments etc.

Driving the minibus

Duties as listed below:

*The following tasks are to be undertaken by the post holder for the time being, but these can be reallocated to suit the best needs of the school by mutual agreement.*

To be responsible for (a) maintenance, repairs and construction and (b) caretaking, in liaison with the Site Manager and in particular to undertake the following duties (*points of information are given in italics*):

Locking/unlocking the school, including gates. Turning on/off alarms and resetting as required. Setting up CCTV video recorder.

Designated key holder, to be called out to deal with break-ins, vandalism and other irregularities out of school hours and at weekends. *When a member of the site team is called out, a form GMF 8 must be completed and passed to the Trust Business Manager. If there is a break-in, damage or theft a form GMF 9 must also be completed.*

Maintain the site diary.

In all areas of the site the site staff should be vigilant for defects requiring repair or maintenance, replenish soap, towels, toilet paper, light bulbs, fluorescent tubes as required; rectify as they become apparent and as a priority, defects in buildings, furniture, fittings and plant and take the appropriate action if this is not possible.

Carry out general repairs throughout the site on the buildings, furniture, fittings and plant, within the post holder's capabilities.

Maintain adequate stocks of DIY materials and re-order where necessary within the limitations of the allocated budget, in consultation with the Site Manager. *A GMF1 or*

*GMF 2 order form must be completed for all orders placed and passed to the Trust Business Manager, or if the orders are collected directly from a supplier then written details or advice notes must be passed on.*

In the absence of the Site Manager carry out such duties as would normally be carried out by any of the Site Maintenance Team / Caretakers, in addition, to be fully aware and knowledgeable of all duties of the Site Manager.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Person Specification**

**Job Title:** Site Maintenance Technician/Caretaker

**Grade:** SAT 3

**Responsible to:** Site Manager

	Essential	Desirable
Qualifications	Willingness to undertake relevant training	Attendance at courses related to caretaking or Health & Safety  Educated to equivalent of Level 2 qualifications
Experience		Experience of working as part of a team
Knowledge & Skills	Awareness of H & S regulations and risk assessment  Working knowledge of carpentry, electrics, plumbing and decorating	An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety
Personal qualities	Flexibility  Punctual and reliable  Ability to organise, prioritise and complete tasks efficiently  Practical ability to problem solve and use initiative	Able to communicate effectively with pupils, staff and members of the public

## Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at our most recent Ofsted reports will point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

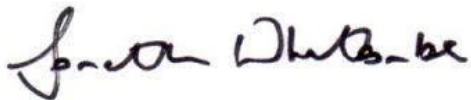
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive style with a large initial 'J' and 'W'.

**Jon Whitcombe**  
Trust Principal

## Welcome from Christina Honess – Head of School

Dear Applicant

Thank you for your enquiry about this vacancy.

Should you wish to apply I would be grateful if you could complete the application form, which can be found online on Kent Teach and return it with a covering letter outlining how you meet the requirements of the person specification and job description.

Westlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS Checks

As a school dedicated to the principle of equal opportunities we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

I look forward to receiving your application.

In view of the large number of applications received we are unable to reply to each applicant individually. If you have had no response from us within four weeks of the closing date, please assume you have been unsuccessful. Please be assured however that each application will be carefully considered.

Thank you for your interest in Westlands School

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Christina Honess', written in black ink.

Miss C Honess  
Head of School

## Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of seven secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. 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.



## **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
- Peacehaven Community School, Peacehaven

### **Secondary**

- Causeway School, Eastbourne
- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

### **Central Support Services**

- Ashdown House, Sittingbourne

## SWALE ACADEMIES TRUST SAFEGUARDING POSITION

### Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.

## **Recruitment of ex-offenders**

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

## **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 all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team  
Swale Academies Trust  
Ashdown House  
Johnson Road  
Sittingbourne  
Kent  
ME10 1JS

## **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
- Documentary evidence of identity that will satisfy DBS requirements
- 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.

## **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. This can be downloaded here:

<https://www.swale.at/page/?title=Privacy+Notice&pid=33>

