

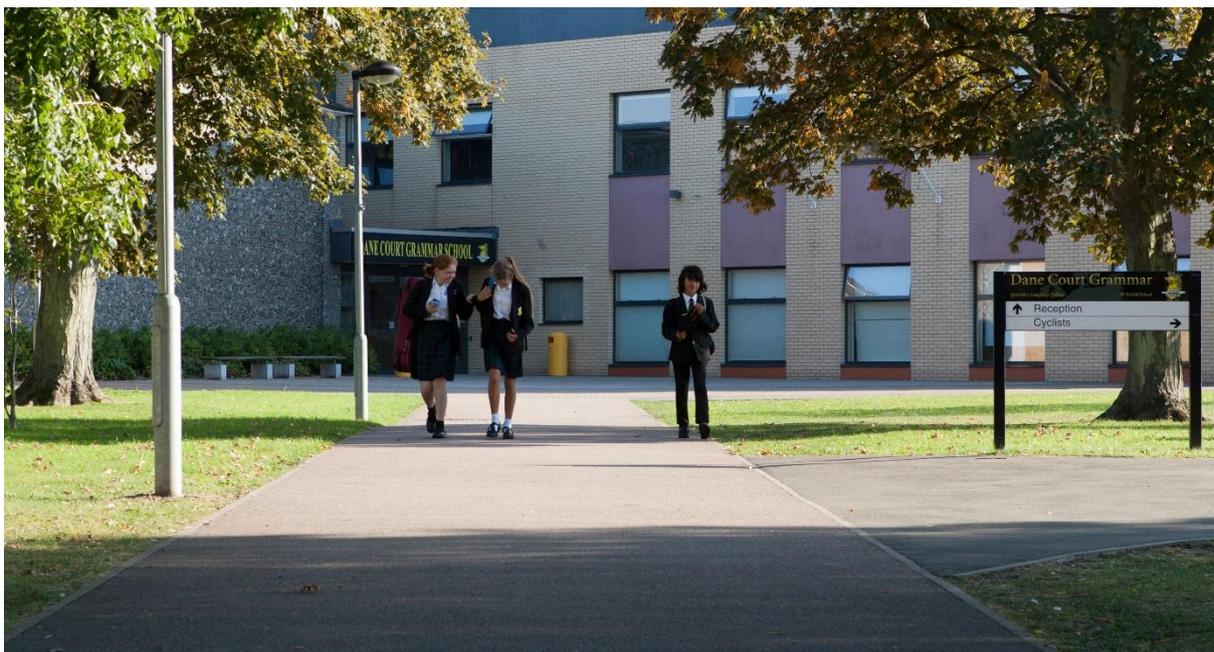


Dane Court Grammar School

Application Pack

Caretaker

Required for Monday 22nd November 2021





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Welcome from the Headteacher

Thank you for your interest in the position of Caretaker at Dane Court Grammar School.

Dane Court is a mixed selective school of about 1,200 students. We are the most popular and academically successful grammar school in Thanet. Our students are polite, kind and keen to learn. Dane Court is a happy, welcoming and inclusive community and a great place to work. We like to describe our school as a 'place of belonging'; a place where our students and staff feel at home.

As an IB World School, our students follow a broad, internationally-minded and academically challenging curriculum. We are the only school in Kent to offer both the International Baccalaureate Diploma (IBDP) and the Careers-related Programmes (IBCP) in our Sixth Form. We are fully committed to the philosophy and approach of the IB.

We are proud to be part of the Coastal Academies Trust, a local MAT consisting of four secondary schools and one primary school. At all levels, we work very closely with colleagues from across the Trust.

Once again, thank you for your interest in this position. We look forward to meeting you.

Yours faithfully



Martin Jones
Headteacher



School Vision and Values and Aims

Vision

Developing knowledgeable and caring young people who help to create a better and more peaceful world

Values

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Aims 2021-2024

Curriculum & Teaching: outstanding learning, achievement & destinations

- 1. Provide an excellent academic education that enables all students to secure the highest grades in order to access world-class universities, the most competitive undergraduate courses and high quality employment-based opportunities*
- 2. Ensure students experience high quality lessons, characterised by: high challenge for all, high quality talk, frequent guided and independent practice, meaningful feedback, excellent support for learning and regular opportunities for knowledge retrieval (The DC6).*
- 3. Provide an excellent real-world education, including SRE & PSHE, to fully prepare students for the challenges and opportunities of modern living*
- 4. Provide high quality and inclusive support for students of all abilities and backgrounds and work closely with external partners to access specialist support for our students as required*
- 5. Provide varied, enriching and high quality extracurricular opportunities*

Wellbeing, welfare, behaviour & attitudes: outstanding relationships

- 6. Ensure that students are safe and able to make positive and informed choices to enhance their own wellbeing as well as the wellbeing of others*
- 7. Foster a caring, open-minded and principled school community where we all act with integrity and honesty*
- 8. Develop respectful and confident global citizens and young leaders*

Leadership: making a difference

- 9. Ensure that students from low income backgrounds have fair access to the school, receive excellent support, achieve highly and secure exciting destinations.*
- 10. Make a significant contribution to the education of young people across Thanet through partnerships with other schools, particularly those within the Coastal Academies Trust*
- 11. Ensure that staff are well-supported and workload is well-managed. Provide coherent and ambitious career and professional development pathways for all colleagues. Play a leading role in the development of EKLA and make a significant contribution to the planning and delivery of the alliance's programmes, including ITT and NPQs.*
- 12. Manage the budget to ensure the maintenance of a high quality working and learning environment with excellent facilities and resources*

Our Curriculum

Our curriculum is **broad, challenging** and **internationally-minded**

Intent

Our curriculum aims to give our students the knowledge and skills to succeed in the world as it is, and the wisdom, empathy and courage to fashion the world as it should be.

Teaching at Dane Court: the DC6



The Post

The Site Team

The site team at Dane Court consists of three people; the Site Manager and two caretakers. As a team, we work together to ensure that the site is maintained to the best possible standard and that it is a clean, tidy and safe environment for our students.

Caretakers are extremely important members of the school community and a vital part of the team. The role involves a lot of responsibility, as well as flexible working arrangements and we therefore require someone who is diligent, proactive and can adapt to constantly changing situations.

Working across the site is challenging, varied and extremely rewarding. If you are keen, enthusiastic and quick-thinking, then we would like to hear from you.



Job Description

Reports to: Site Manager

Overview

Reporting to the Site Manager, you will be expected to ensure the safety, security, cleanliness and general appearance of the school site at all times.

Main duties and responsibilities

- To attend to the opening and closing of the school site
- To be responsible for the general security of the school site at all times. This will include being a named keyholder to the security system and being part of a four-week rota for any call-outs which may arise from the fire alarm system or intruder alarm system during unsocial hours and at weekends. Full training will be provided
- To immediately report lapses in security, including faults with the fire alarm or intruder alarm system
- To be constantly vigilant for hazards to fire safety and health and safety and to report such hazards, as appropriate
- To empty all outside litter bins daily, following the lunch hour and carry out litter picking around the school grounds
- To ensure the inside of the school buildings and the grounds are cleared of leaves
- To ensure all student and staff facilities are fully stocked with appropriate supplies, such as hand soap, hand towel and toilet paper
- To prepare the site and setup for assemblies, examinations, parents' evenings and other events, as and when required
- To carry out monthly roof checks with the Site Manager to ensure that there is no risk of falling debris and to clear walkways of obstructions and report defective plant equipment as appropriate
- To periodically check, clear and clean gutters and gullies
- To periodically clean windows
- To carry out legionella testing to ensure the water system is safe
- To respond promptly to jobs logged by staff on our maintenance system, ensuring appropriate resolve or escalation, as necessary
- To attend to deliveries and supervise contractors, when required
- To undertake small repairs, fixings and painting and decorating
- To carry out other such duties as determined by the Site Manager, School Business Manager and Senior Leadership Team, within the scope of duties expected of the Site Team

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job.

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Person specification:

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> • Good standard of general education including English and Maths 	
Experience & knowledge	<ul style="list-style-type: none"> • Experience of working successfully and co-operating as a member of a team • Experience of undertaking a range of DIY tasks 	<ul style="list-style-type: none"> • Trade skills, such as carpentry and/or plumbing • Basic IT skills
Personal attributes & skills	<ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • Good organisational skills, ability to deal with changing priorities and meeting tight deadlines • Ability to work with minimum supervision and willingness to undertake personal development and training to update knowledge and skills • Discreet, professional and sensitive 	
Additional requirements	<ul style="list-style-type: none"> • Have high professional standards and expectations • A commitment to safeguarding and promoting the welfare and development of young people • A commitment to Dane Court's ethos and aims 	

What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

Application Process

Closing date for applications is **Wednesday 10th November at 5pm.**

Interviews will be held week beginning 15th November.

To apply please complete the online application form on Kent Teach and submit a covering letter.

Should you require any additional information please contact Carolyn Hobbs on hobbs@danecourt.kent.sch.uk or ask to speak to Martin Jones, Headteacher.

