

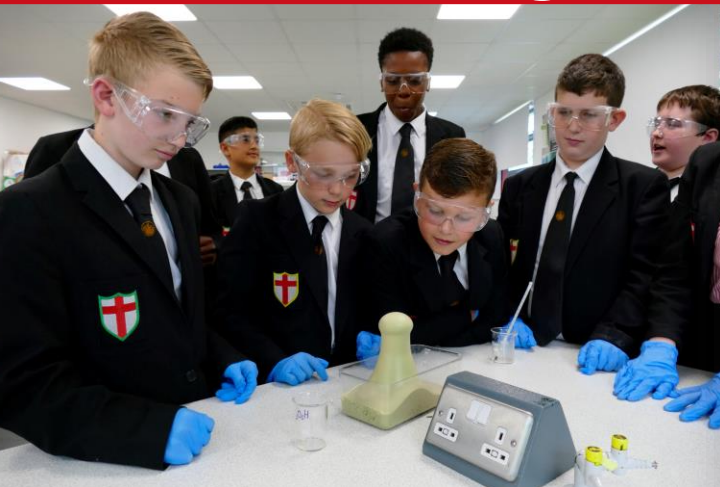


## Vacancy Pack

Caretaker



## Saint George's Church of England School





Our Vision  
The Leadership Team  
The Post  
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# AAAT vision

Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining and further improving high-quality schools and supporting schools in need of specific improvement. We seek to provide a range of support to schools that draws upon the wealth of practice from across our Trust, broaden the expertise available to schools through flexible working arrangements and retain the capacity to respond rapidly and effectively to the needs of individual schools.

Pedagogical excellence is at the heart of all we do, with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

The Trust provides a coherent and logical geographical context for all constituent schools. Belonging to a local Trust offers greater opportunities for influence than single schools can achieve; through collaboration the Trust aims to be greater than the sum of its individual member schools. We believe that the success of Aletheia is fostered by the opportunities for schools, leaders and governors to step forward as co-shapers of a school-led and self-improving system. Designated as an approved academy sponsor, we offer our distinctive ethos, school improvement strategy and strength of leadership to ensure all schools are supporting students to achieve of their very best.

## AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting a Church of England ethos based on a belief in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.

All schools joining the Trust will have already established their support for and belief in these core principles.

## OUR VISION

At the heart of our vision is the belief in inclusive, educational excellence; the belief that we are called to serve all pupils, staff, parents and the local community by providing places where all develop and thrive intellectually, socially, culturally and spiritually in order to live life in all its fullness.

**Saint George's**  
Church of England School



**All Different,  
All Equal,  
All Flourishing.**

## IN...

Creativity  
Honesty  
Resilience  
Inclusion  
Stewardship  
Thankfulness



# Leadership Structure

*Executive Headteacher/CEO*

*Head of School*

*Deputy Headteacher  
(Raising Standards)*

*Deputy Headteacher  
(Teaching, Learning and Assessment)*

*Assistant  
Headteacher  
(Behaviour and  
Inclusion)*

*Assistant  
Headteacher  
(Primary Phase)*

*Assistant  
Headteacher  
(Community &  
Stakeholders)*

Support Leads:  
Site Manager  
ICT Lead  
Finance Lead  
PA to SLT

<b>Role Profile</b>	<b>Caretaker</b>
<b>Reports To</b>	Site Manager
<b>Grade</b>	Kent Range 4
<b>Job Purpose</b>	Support the Site Manager to ensure the security of the establishment and provide a cleaning and general maintenance service of buildings and surrounding areas.
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Undertake general checking and emergency cleaning of parts of the establishment, as directed. Carry-out indoor cleaning duties as directed.</li> <li>• Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc. Maintain a clean and tidy environment.</li> <li>• Ensure paths, access points and entrances are clear of snow and ice to ensure safe passage.</li> <li>• 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.</li> <li>• Maintain adequate supplies of cleaning materials and supplies (oil, light bulbs, batteries, salt, etc), re-ordering when needed, to meet the establishments needs.</li> <li>• Attend training courses as required and assist in the training of other premises support staff as directed.</li> <li>• Comply with, note and report as necessary on any matters affecting Health &amp; Safety, Fire Regulations and other County policies.</li> <li>• Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free.</li> <li>• 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.</li> <li>• 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.</li> </ul>

<b>Knowledge and Skills</b>	<p>The post holder should possess the following knowledge and skills:</p> <ul style="list-style-type: none"> <li>• Previous experience of working in a school environment would be beneficial</li> <li>• Ability to organise own work load and follow routines/instructions</li> <li>• Relevant technical knowledge e.g. use of a range of basic tools and machinery</li> <li>• Must be able to communicate verbally with staff at all levels, along with pupils</li> <li>• Understanding of Health and Safety issues e.g. manual handling, COSHH, lone working.</li> <li>• Tact and diplomacy to deal with a range of situations</li> <li>• Ability to remain calm under pressure</li> </ul>
<b>Personal Qualities</b>	<p>The post holder should possess the following personal qualities:</p> <ul style="list-style-type: none"> <li>• Ability to build and sustain effective working relationships with a wide range of stakeholders and external partners</li> <li>• Ability to demonstrate enthusiasm and sensitivity while working with others</li> <li>• Ability to make considered decisions</li> <li>• To be creative, flexible and innovative</li> <li>• To promote a well reasoned educational philosophy in relation to the school ethos</li> <li>• To be encouraging and supportive in the development of others</li> <li>• To be emotionally self aware</li> <li>• To have high personal aspirations and inspire the same in all members of the school community</li> <li>• To demonstrate a high level of integrity, honesty and fairness</li> <li>• Readiness to reflect on, evaluate and improve practice</li> <li>• Humour, warmth and energy</li> </ul>

# Caretaker

**Kent Range 4 - £18,425 to £19,625 per annum**

**37 hours per week, 52 weeks per year**

**Required to start as soon as possible.**

Saint George's Church of England School has an exciting opportunity for an enthusiastic, conscientious, reliable and self-motivated individual to join our premises team to help ensure that our school and learning environment is the best it can be.

You will be responsible for the security, caretaking and general maintenance needs of the site to ensure the school is a safe and secure environment for pupils, teachers and visitors. You will need excellent interpersonal skills and a caring nature towards children of all ages. Previous experience of working in a school environment would be beneficial, along with relevant technical knowledge and an understanding of Health and Safety issues. A full, clean driving licence would be an advantage.

The premises team work on a 2-shift rota (early/late shifts), plus Saturdays as required on roster. The school's annual open day will be a compulsory Saturday.

We are a friendly, dynamic and innovative school and pride ourselves on our reputation for high quality education with a relentless focus on high expectations and aspirations. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- want to work in a supportive and caring environment.
- are committed to enabling every student to achieve the very best they can.

**Please download an application pack below and return your application by email to Elise Batcheldore, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk)**

**Closing Date: Monday 29<sup>th</sup> November 2021 at (12 noon).**

Saint George's Church of England School 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.

