



Premises Manager INFORMATION



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Dear Applicant

Thank you for taking an interest in this vacancy.

At Beaver Green we believe that through the delivery of a knowledge-led, experiential curriculum, we can support all learners to reach their true potential and beyond. The team at Beaver Green provide a varied and engaging curriculum with children encouraged to become independent learners. Staff have high expectations of the children and tailor their lessons to ensure all children have the best opportunities to help them succeed in all areas of the curriculum. Here at Beaver Green, we greatly value outdoor learning and we have a Forest School which all children have access to throughout the school year, even when it is pouring with rain!

Working at Beaver Green would give you an opportunity to work for a school that is committed to the development of all staff in every step of your career. We offer regular in house CPD alongside bespoke courses offered by outside agencies such as the Specialist Teaching Service and Speech and Language Therapists. We believe that learning never ends and therefore ensure that all staff are given the opportunity to learn new skills and keep old skills up to date. Beaver Green is situated in Ashford, close to both the outlet centre and Ashford international station, making swift links to both London and Europe.

Beaver Green Primary 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 check and satisfactory references. As a school we are 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.

If you wish to apply you should send a fully completed application form via Kent Teach. We look forward to receiving your application.

Kind regards

Louise Hopkins
Executive Headteacher

Tina Oakley
Head of School

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

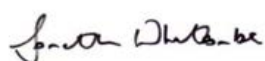
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all 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.

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 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,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Premises Manager
Salary: SAT 5
Responsible to: Headteacher

Main Purpose:

To be responsible for the security, maintenance and cleaning of the site

Main duties and responsibilities (Accountabilities):

- Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required.
- Act as a designated key holder, providing out of hours and emergency access to the school site.
- Work with Trust leadership to procure quotes for routine maintenance work on school premises.
- Contribute to the management of the premises budget.
- Be responsible for other site staff including contractors for cleaning and gardening maintenance.
- Operate and regularly check systems such as fire alarms, bedlam bells, heating, cooling, lighting and security (including CCTV and alarms.)
- Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
- Contribute significantly to cleanliness of site and premises and ensure agreed daily schedule is completed.
- Arrange emergency repairs.
- Arrange regular maintenance and safety checks.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Monitor materials and stock and/order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations and take action where hazards are identified, manage the reporting of serious hazards.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Provide training on health and safety issues to other staff.
- Facilitate lettings and carry out associated tasks, in line with local agreements.
- Undertake driving of the minibus as required.

JOB DESCRIPTION



Responsibility for some of the above duties will be negotiated in consultation with other members of our current highly skilled team

General accountabilities:

All staff in the school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. They must comply with any duty or requirement imposed by their line manager or statute and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. These are specified more precisely in the school's Health and Safety Policy, copies of which are available from the Headteacher.

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



PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	<ul style="list-style-type: none"> Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems, decorating (or sound experience of the same). 	E
	<ul style="list-style-type: none"> Formal Health and Safety training. 	D
Experience	<ul style="list-style-type: none"> Experience of working in a building / site maintenance role including forward planning and problem solving. 	E
	<ul style="list-style-type: none"> Considerable DIY experience at the level of minor maintenance. 	E
	<ul style="list-style-type: none"> Experience of overseeing other works i.e. contractors, cleaners etc. 	E
	<ul style="list-style-type: none"> Experience of undertaking responsibility for the care and maintenance of premises. 	E
	<ul style="list-style-type: none"> Experience of dealing with a variety of stakeholders in person, by email, and on the telephone. 	E
	<ul style="list-style-type: none"> Experience of following purchasing and other financial procedures. 	E
Skills and Abilities	<ul style="list-style-type: none"> Ability to lead and work as part of a team, taking responsibility and prioritising work and meeting challenging deadlines. 	E
	<ul style="list-style-type: none"> Organisational capability. 	E
	<ul style="list-style-type: none"> Proficient use of ICT including the use of Word and Excel software, to support good record keeping. 	E
	<ul style="list-style-type: none"> Ability to use initiative in dealing with everyday problems and identify which problems should be referred to the Headteacher. 	E
	<ul style="list-style-type: none"> Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests. 	E
	<ul style="list-style-type: none"> Good communication skills, both written and verbal. 	E
	<ul style="list-style-type: none"> Ability to understand information and to advise and liaise with others accordingly. 	E
	<ul style="list-style-type: none"> Ability to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate. 	E
	<ul style="list-style-type: none"> Confidence to liaise with senior staff as required. 	E
	<ul style="list-style-type: none"> Willing to undertake relevant training for minibus drivers. 	E
Knowledge	<ul style="list-style-type: none"> Working knowledge of Health and Safety procedures relating to the post. 	E
	<ul style="list-style-type: none"> An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. 	E
	<ul style="list-style-type: none"> Able to recognise and deal with emergency situations. 	E
	<ul style="list-style-type: none"> An understanding of lone working procedures and responsibilities. 	E
Personal qualities	<ul style="list-style-type: none"> A willingness to undertake training and to keep knowledge up to date. 	E

OVERVIEW

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, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

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 applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jane Betts
Beaver Green Primary School
Cuckoo Lane
Ashford
Kent
TN23 5DA

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.

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>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 7344732