



The Howard School

Recruitment Pack Site Operative



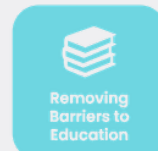
Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

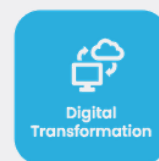
Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



Every school a
great school



Removing
Barriers to
Education



Digital
Transformation



Organisational
Development

At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



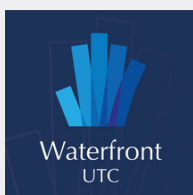
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



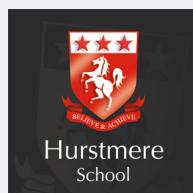
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



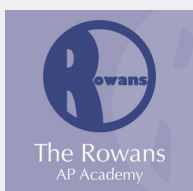
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to The Howard School



Thank you for your interest in working at The Howard School. We seek to recruit an individual who shares our vision: ***“High Standards lead to High Achievement”***.

Our local and national reputation as a school where results challenge the stereotypical view of underachievement in young men continues to grow, as does the perception that we hold to traditional values in standards of behaviour and uniform. We are an innovative and creative school, responding to the ever-changing needs of our students and the demands from higher education and employers.

Our success has been built on the commitment, professionalism and aspirations of our staff. The Howard School is a place where people want to work and our low turnover reflects that. We can promise to invest in you and your future, providing first class professional development and career opportunities. I look forward to receiving your application.

Mr Johal, Principal

Why choose The Howard School?

- The Howard School is in the top 3 non-selective schools in Kent and Medway for boys performance, out of 72 schools.
- Staff say they enjoy coming to work each day.
- We are a highly popular, significantly oversubscribed school.



NOR
1534



Age Range
11-19



PP
17.5%



FSM
17.9%



SEN
12.6%



EAL
13.6%

Job Description

Job Title:	Site Operative
Contract Type:	Full time, Permanent
Remuneration:	NJC D2 4-11

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

To work as part of the site team to maintain the school site. Ensuring effective and efficient site maintenance, cleanliness, health and safety and security. Ensuring all needs of the school site are met.

Key responsibilities:

- Ensure the security of the grounds and premises including opening and locking, responding to alarm call outs, taking appropriate action to ensure the building is secure (including in emergencies out of hours)
- Ensure the effective operation and maintenance of plant and equipment and the site buildings and grounds
- Conducting compliance and health and safety checks, maintaining records in line with the specification for buildings, equipment, infrastructure and grounds. This includes water, fire, electrical, gas and oil based equipment
- Ensure equipment and plant is maintained and serviced as per the relevant maintenance and service schedule, book contractors to attend site to carry out essential services and maintenance
- Completing or as appropriate supporting oversight of minor building works and monitoring and overseeing contractors on site
- Supporting proactive maintenance and development of the premises to include painting and decorating, minor building repairs, essential equipment repairs and general maintenance
- Contributing and fulfilling the 5 year premises plan, in line with guidance and direction from the premises management.
- Assist with evening and after-school lettings.

Administration:

- Complete relevant premises documentation
- Complete purchase order request forms for materials and external services required for the site.

Resources:

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email)
- Be comfortable and capable of operating equipment in line with health and safety policies and procedures.

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
• A pass in Maths and English GCSE or equivalent • The ability to use MS Office, email and other required IT Systems	• Premises, estates or building and site/equipment maintenance related qualifications • Health and safety qualification or accreditation
Experience	
• Experience of working in a premises environment • Experience of building maintenance • General DIY skills	• Experience of working within the academy or education sector • Experience of working in a building or trade environment • Full clean driving license
Knowledge and Understanding	
• Knowledge of the workings of a school premises team and the diverse duties and skills required to complete the day- to-day responsibilities • Must be able to meet the physical demands of the role • Good understanding of health and safety • Knowledge of setting up and down various equipment • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role	• Knowledge of child protection and safeguarding policies • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards • Skills in plumbing, electrical, carpentry/joinery, painting or glazing
Characteristics and Competencies	
• Good time keeping skills • A personable nature to build effective relationships and provide a positive environment for hirers	•

• Availability to work at required times • Excellent communication including verbal and written skills • Ability and keenness to promote the Trust's positive culture and ethos • A high level of integrity, confidentiality and discretion. • Ability to develop good personal relationships within a team, making an effective contribution to high morale • Ability and keenness to promote the school's positive culture and ethos • Understands the importance of confidentiality and discretion. • Desire to undertake professional development within the role	
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