THE HOWARD
Academy Trust

Temple Mill Primary School

Candidate Briefing Pack

Premises Assistant - Cleaner

MEDWAY WORKPLACE WELLBEING AWARD
GOLD

Welcome to
The Howard Academy Trust

As a Trust, we currently comprise of Medway secondary and primary schools. We have future growth plans extending into North Kent and have been selected by the DfE and Kent County Council to open a new secondary presumption free school in Margate in September 2023.

Our overarching aim and vision is for our member schools to deliver an outstanding education for children and young people. We endeavour to ensure that all our students have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Temple Mill Primary School joined the Trust as a sponsored academy in December 2015 and has moved from Special Measures to a Good school. Our schools serve their own community and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Owen McColgan
Chief Executive
The Howard Academy Trust

THE HOWARD
Academy Trust

Vision and Values

"Working together to build a community of successful learners"

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is 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.

Our Family of Schools

The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Temple Mill Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent

Deanwood Primary School
210 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Thames View Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Waterfront UTC
170 Pupils on Roll
Located in Gillingham, Kent

Miers Court Primary School
420 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent

Further information about our academies can be found at www.thatrust.org.uk

Working for
The Howard Academy Trust

The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

Financial

- Salary
- LGPS and Teacher Pension Scheme
- Sick Pay

Hear from staff across the Trust

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Employee Assistance Programme
- Flu Jabs
- Discounted Gym Membership

Professional Development

- Access to Middle and Senior Leadership Courses
- Role specific training courses for Associate Staff
- Career stage CPD

Welcome to
Temple Mill Primary School

Welcome to Temple Mill, a caring, friendly and inclusive environment that enables children to achieve all they can. We are privileged to have such wonderful children at Temple Mill, and we will always aim to ensure that every child gets nothing less than the very best they deserve.

We are a single form entry school with eight classes in, from Nursery to Year 6. As a small school, we soon get to know each other and we are pleased to enjoy positive partnerships with our parents and families.

We are developing an exciting enquiry led curriculum which is inspired by inquisitive learners and dedicated to giving our children a broad experience and deeper understanding of the topics they cover. Our aim is to equip children with the skills, knowledge and understanding to enable them to make informed decisions about the important things in their lives. Our school will provide solid foundations that children can take forwards into their futures.

We want each and every pupil and parent to say the Temple Mill name with pride. We promote our uniform, a sense of belonging and that everyone's contribution is valued. We have a strong pupil voice here and it is influential in driving and supporting school improvement.

If you would like to know more about our school, you are welcome to come and visit. At Temple Mill our children very much enjoy talking about their progress and their pride in being part of the Temple Mill family.

We look forward to receiving your application.

Mr Bignell,
Co-Head Teacher

Mrs Lewis,
Co-Head Teacher & Trust Primaries Executive Headteacher

Temple Mill Primary School is a community primary school serving the full primary age range from 3 to 11. At present there are 210 children on roll. On 1 December 2015 Temple Mill Primary School became part of the Howard Academy Trust.

School Characteristics

NOR:	208 + 26 Nursery
Age Range:	3-11
Gender of Pupils:	Mixed
OFSTED Rating:	Good
Disadvantage (PP+FSM):	29%
SEN:	15% (2018-2019)
EAL:	22%

Hear from our current staff

Temple Mill Primary School is sponsored by The Howard Academy Trust. Outcomes for students have increased substantially over the last year moving the school into the top ten highest achieving schools in Medway.

Job Description

Job Title:	Premises Assistant – Cleaner
Department:	Premises
Responsible to:	Head of Estates
Renumeration:	NJC E2 Points 1 - 3

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Premises Assistant Cleaner as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Head of Estates. 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:

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Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their 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 conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key responsibilities:

To work as part of the premises team to maintain the cleanliness of the Trust site, ensuring it is safe, presentable and a pleasant place to be. To perform all cleaning duties in line with the cleaning specification for the site including maintaining the cleanliness of: classrooms, offices, toilets and equipment on a day to day basis:

- Day to day cleaning responsibilities in line with the cleaning specification
- Ensuring that chemicals are handled, used and stored correctly following COSHH assessments
- Being a key member of the team completing deep cleans, including: stripping back and scrubbing floors and surfaces, removing chewing gum and graffiti and deep cleaning heavy use areas
- Locking and un-locking the school as and when required
- Looking after cleaning equipment and reporting any faults to the relevant supervisor
- Attending any necessary training
- Assisting with other premises jobs when there are lulls in the cleaning workload which may include: litter picking, snow/ leaf clearance and assisting with lettings functions such as preparation of areas

Adminstration:

- Monitoring stock of cleaning materials in line with the cleaning product specification

Resources:

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email)

Management:

- This post does not have any management responsibilities.

Additional Duties:

- To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

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 Headteacher 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

Post: Premises Assistant - Cleaner

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	
• Basic literacy and numeracy skills • Willingness to undertake training as required	• Health and safety qualification or accreditation
Experience	
• Experience of working to a high standard within a cleaning role	• Experience of working within the academy or education sector
Knowledge and Understanding	
• Have knowledge of cleaning equipment and techniques • 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 this impacts on morale, high expectation and high standards
Characteristics and Competencies	
• Good time keeping skills • The ability to be flexible in terms of shift pattern and varying tasks to complete during working hours • 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	

Application
Process

Application Process

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed.

Despite COVID-19 recruitment and hiring will continue for The Howard Academy Trust.

Applicants should send their completed application pack to hr@thatrust.org.uk

Important Information for Applications

Closing Date:	Monday 31 January 2022
Interviews:	TBC

Person Specification

This specification sets out the criteria which will be used to shortlist candidates for interview and during the 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.

We hope you find the information in this pack useful. Should you have any further queries or concerns, please do not hesitate to contact Sharon Teachen, HR Manager, on 01634 265771 or email hr@thatrust.org.uk.