



The Howard School

Candidate Briefing Pack

Premises Assistant

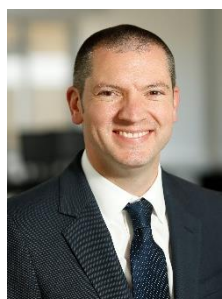




Paul Morris
Chief Executive
The Howard Academy Trust

The Howard Academy Trust aims to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

We are an innovative and creative Trust, responding to the ever-changing needs of our students and the demands from higher education and employers. We recognise and emphasise the importance of aspiration, energy and ambition.



Thank you for your interest in the post of Premises Assistant at The Howard School. I am determined to recruit a talented individual who shares our vision of providing a first-class education to all our students. You will show the drive, tenacity and ability to realise this ambition, and demonstrate a commitment to your own education and to yours and others' professional development. This role is one where you must provide clear leadership, challenge and support to others and you must have the capacity to do this in a way that is professional, based on evidence and motivates your colleagues.

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. To further this, a number of exciting changes are planned for the near future to support our drive towards excellence.

I am determined to ensure The Howard is the best school in Medway and beyond in which to teach, work and develop. Our success has been built on the commitment, professionalism and aspirations of our staff. It is a place where people want to work as there are opportunities for progression. I hope my resolve to take the school to the next level is evident and, while I recognise that this is by no means easy, that this is the very least we should be doing for our community. The successful candidate will be someone who is genuinely up for the challenge. In return, we can promise an investment in you and your future, offering a competitive remuneration package, providing first class professional development and career opportunities.

I look forward to receiving your application.

Terry Millar
Head of School

Striving for progress, excellence and positive change

We aim to create a close knit family of Good and Outstanding schools through partnership, challenge, accountability and support within a cooperative framework.

We are committed to enhancing the life chances of young people by improving their educational achievement.

Schools within the Trust will retain their unique and individual character.

We strive for excellence and aim to bring about transformational change where necessary in schools.

We are truly inclusive and aim to establish the highest expectations for young people and all those who work with them.

As a Trust we have four fundamental tenets:

- We strive to create a culture of dignity, respect and trust in all our schools
- There is no ceiling to achievement for young people
- All staff have the right to exceptional professional development
- Our moral purpose is to make a positive difference to the lives of young people.

Our Family of Schools



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



Temple Mill Primary School
210 Pupils on Roll
Sponsored by The Howard Academy Trust
Located in Strood, Kent



**THE
HOWARD
SCHOOL**

The Howard School
1,500 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



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



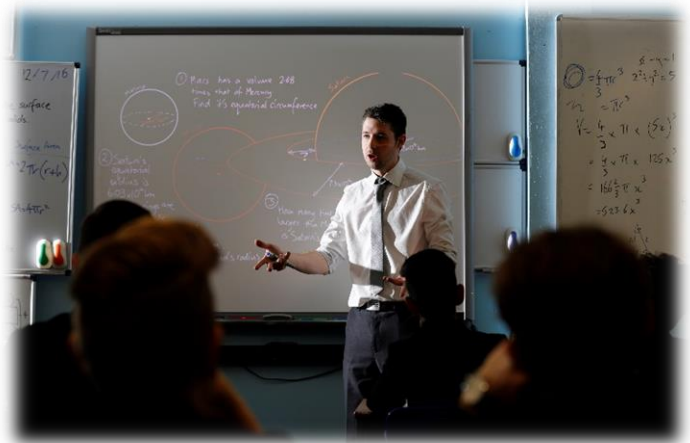
The Howard Academy Trust value employees that work for our organisation. The following benefits are available to employees within our academies.

Financial

- Salary
- Pension
- Sick Pay

Family Friendly

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



Employee Benefits - Permanent Contracted Employees & Fixed Term

- Childcare Vouchers - Purchase of Childcare Vouchers provided by Edenred
- Free Confidential Counselling Service

Professional Development

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



History of The Howard School



The Howard School was established in 1975 by amalgamating Rainham Boys Secondary School and Gillingham Boys Grammar School to form a bi-lateral school. A bi-lateral school is one where admission to the grammar school section can be by 11 plus selection and admission to the high school section is non-selective.

The school was named after Dorothy Howard who played a major part in the local community.

Since opening there have been five Principals:

- John Hicks: 1975 to 1987
- Alan Jarrett: 1987 to 1997
- Maurice Barry: 1997 to 2001
- David Smith: 2002 to 2007
- The Honourable Paul Morris: September 2007 - December 2015

The Howard School became a Grant Maintained School in 1994 when we left the control of Kent County Council. Following a change of Central Government, we became a Foundation School in 1998. Although a Foundation School we worked very closely with the local authority. The school became a Specialist Sports College with ICT as the second strand in 2007. In October 2014, the school became an Academy and the core of The Howard Academy Trust.

We are a high achieving successful 11 to 18 school.

Since 2008, The Howard School has been and remains one of the highest achieving non-selective schools in Medway, Kent and the South-East of England. We believe The Howard School is one of the highest achieving boys' non-selective schools in the country.



Premises Assistant Job Description

Job Title:	Premises Assistant
Department:	Premises Department
Responsible to:	Cleaning Supervisor
Remuneration:	E2 Point 6 - £7.78 per hour

General description of the post

The holder of this post is expected to carry out the professional duties of a premises assistant as described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. The post-holder is required to fully support the vision, ethos and policies of the school.

School Improvement Plan Priorities

Support Staff within the school are expected to make a valuable contribution to the School Improvement Plan priorities for the current academic year:

- Enhance the quality of our teaching
- Increase the level of challenge and support for our students
- Improve the amount of progress all groups of students make.

Values and behaviour

Support staff make the education of the pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Support staff act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Personal and professional conduct

Support staff is expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career.

It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including:
 - democracy, the rule of law, individual liberty and mutual respect, and

- tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Support Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Premises Assistant Duties:

Job Purpose:

- To work as part of the site management team to maintain the cleanliness of the school site so it is a safe and pleasant place to work.

Job Responsibilities:

- Emptying and washing out dustbins and waste containers.
- Dusting.
- Polishing or wiping available surfaces (tables, desks, shelves, work surfaces etc).
- Moving furniture so that the floors can be cleaned.
- Vacuuming floors and material furniture.
- Sweeping, scrubbing, buffing, polishing or mopping floors as appropriate,
- Cleaning windows and glass door panels.
- Removing chewing gum and graffiti.
- Wiping of washing walls, lockers, window ledges, skirting boards, radiators and pipework and furniture etc, as required.
- Straightening the furniture, closing windows and leaving the rooms looking tidy.
- Cleaning showers, sinks and washbasins and the surrounding areas.
- Cleaning toilets and urinals.
- Keeping the cleaners' cupboards tidy.
- Looking after the equipment and reporting any faults to the cleaning supervisor.
- To attend any necessary training relevant to the post.

Health and Safety:

- Ensure that toilet areas, toilets and sinks are cleaned using the red colour coded equipment. The food preparation areas are cleaned with the green colour coded equipment and all other areas are cleaned with the yellow or blue equipment.
- Ensure that chemicals are handled, used and stored correctly (follow COSHH assessment forms).
- Ensure that all the health and safety instructions are followed.

Other responsibilities:

- Ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy.
- Participate in the school's appraisal scheme, ensuring that performance standards and targets are set and met within the agreed timescale.

Additional Duties:

- 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.
- At the request of the Headteacher you may be expected to undertake / complete any reasonable duties expected of a Premises Assistant.

Occasional Duties

- Exam set ups / downs
- Snow / leaf clearance
- Weekend work in emergencies or as when requested
- Litter picking
- Lettings and School functions set ups

CONDITIONS OF EMPLOYMENT:

The post is graded at £7.78 per hour.

The working week is 27.5 hours per week.

Hours of work are 06:00-08:30 and 15:50-18:50 Monday. 15:00-18:00 Tuesday-Friday.

The holder of this post is expected to be flexible about these hours as and when necessary.

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Line Manager and following consultation with you.

This job description may be amended at any time following discussion between the Director of Finance & HR and member of staff, and will be reviewed annually as part of the appraisal process.

The Howard School

Person Specification

Post: Premises Assistant

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 & Qualifications	
<ul style="list-style-type: none"> Able to communicate clearly, understand and follow instructions 	
Experience	
<ul style="list-style-type: none"> Experience of undertaking general cleaning duties 	
Knowledge and Understanding	
<ul style="list-style-type: none"> Ability to prioritise work Ability to carry out general cleaning duties as detailed in the Job Description 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 Ability to respect and value the difference experiences, ideas and backgrounds others can bring to work and teams To undertake any training relevant to the role equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools Clear understanding of the role of parents and the community in school improvement and how this can be practised and developed 	
Characteristics and Competencies	
<ul style="list-style-type: none"> Ability to promote the school's aims positively Ability to develop good personal relationships within a team; making an effective contribution to high morale Ability to create a happy, challenging and effective learning environment A solution-focussed mind-set and determined "no-excuses" approach to raising standards 	

<ul style="list-style-type: none"> • A personable nature to build effective relationships with parents and all members of the school community • Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description • Ability to work to professional standards, to develop effective working relationships • Ability to be flexible and well organised to manage, at times, unpredictable and variable workloads • Ability and keenness to promote the school's positive culture and ethos 	
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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.

Applicants should apply via our online application process on the following link:

<http://www.thehowardschool.co.uk/322/vacancies>

Important Information for Applicants

Closing Date: midnight on 28 March 2018

Interviews: To be Confirmed

Person Specification

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

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