

HAMMERSMITH

Academy

CARETAKER

Candidate Information Pack

June 2023



<https://www.hammersmithacademy.org/>



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BACKGROUND TO HAMMERSMITH ACADEMY

Hammersmith Academy (“the Academy”) (www.hammersmithacademy.org) is a state-of-the-art, non-denominational, all-ability, co-educational secondary school for 11-18-year olds. Sponsored by City of London Livery Companies; the Mercers’ Company and the Information Technologists’ Company, the Academy opened in September 2011 and has now grown to approximately 950 students on roll. The Academy is oversubscribed and continues to be highly successful, with over 800 applications for 140 spaces in Year 7 for 2023.

The Academy combines excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the Academy’s specialisms in ICT and Creative and Digital Media.

HA Vision

- To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

HA Values

- We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.
- We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.
- We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

An enhanced Vision and Ethos statement is provided within the information pack. The sponsors are committed to excellence in secondary education and have a track record of working with successful academies and in areas of significant academy improvement. The educational vision, building design, curriculum model and Academy organisation plan are based on the template developed successfully at Thomas Telford Academy and the Mercers’ other academies in the West Midlands combined with the Information Technologists’ experience of academy improvement at Lilian Baylis Academy in Lambeth and their expertise and industry contacts in IT and Digital and Creative Media.

The Academy has the support of, and access to, the expertise and educational networks of the Mercers’ group of schools and colleges, which includes the highly acclaimed St. Paul’s schools’ (Independent), and the Thomas Telford family of academies as well as the West London Partnership www.westlondonpartnership.org. Further details of the sponsors’ educational activities can be found on their websites www.wcit.org.uk and www.mercers.co.uk. The sponsors also have strong links with international IT industries and with the City of London.

Why choose us?

- A dynamic learning culture where your skills and attributes will be essential to its continued growth and development
- A strong, supportive staff body and leadership team
- A “can-do” culture of achievement coupled with ongoing personal and team CPD
- A well-run Academy with clear and effective processes that support professionals
- A commitment to well-being and support across the Academy



Click here for a virtual tour of the Academy: <https://www.hammersmithacademy.org/about-us/virtual-tour/>

CARETAKER

REPORTS TO: Facilities Manager

SALARY RANGE: SCALE 4 - POINT 18-21 - INNER LONDON

SALARY: £25,361 - £27,607 per annum

HOURS: 9.00am - 5.30pm (37.5 hours per week/52 weeks) – Flexibility and willingness to work overtime to support the Academy’s work load and late night and weekend events may be required

START: IMMEDIATE

Our support staff are vital to ensuring that our pupils achieve their full potential and become confident, resilient and compassionate individuals who can make a positive contribution to society.

We have a fantastic opportunity for an energetic and motivated Caretaker to join our Facilities team.

The role will include a wide range of responsibilities and duties in relation to the building, health and safety, grounds and facilities maintenance and security. The successful applicant will need to be able to operate in a highly organised manner to cope with the demands of a very busy school environment.

We are looking for someone who can carry out basic DIY and maintenance tasks, plan and organise work and communicate well with staff, pupils and external contacts. You will work well as part of a team and have a positive attitude. Previous experience in a caretaker/maintenance role in a similar setting is desirable but not essential.

If you feel you have the experience, enthusiasm and commitment we are looking for, then we would be delighted to receive an application from you.

Ofsted – January 2022

“Hammersmith Academy continues to be a good school”.

“Leaders and staff are determined that all their pupils will succeed. They have established a culture of aspiration for all, regardless of pupils’ individual starting points”.

“Pupils benefit from learning a broad curriculum, including in the creative arts and languages. Many pupils choose to continue studying arts, as well as humanities and languages, at GCSE level. Pupils learn to behave kindly and respectfully towards one another, making the school a harmonious place. Poor behaviour is rare. If bullying occurs, leaders respond quickly and effectively. Leaders and staff ensure that pupils are kept safe at school”.

“Leaders and staff are knowledgeable about safeguarding. They are well informed about the risks pupils may face, including those in the local area. Staff are vigilant, and identify and report concerns without delay”.

Applications are welcomed from suitably qualified candidates with the appropriate skills, vision and desire to work at the Academy, where expectations are high and there is a strong focus on student achievement.

We have a strong commitment and vision for staff wellbeing with many opportunities, activities and events throughout the year. Our vision for wellbeing in the workplace is as follows:

'To create a caring school community promoting staff well-being through a whole-school approach characterised by caring and supportive relationships amongst school members; school members being meaningfully engaged in the school community; and addressing and supporting the health and well-being of all school members within a safe environment that celebrates achievements.'

Are you a highly motivated, outstanding individual with a strong presence, who is ambitious for students, their colleagues and the Academy? Do you have a passionate belief in the ability for all to succeed? Are you a conscientious and enthusiastic team player who is looking to join a vibrant department? If so, we look forward to hearing from you.

THE POST

Description of the role

Under the guidance of the Facilities Manager:

- to support the Facilities Manager in maintaining the Academy's premises and equipment, as efficiently and effectively as possible while achieving the best value for money; and
- to work with the rest of the facilities team to ensure the day to day smooth running of the school for the benefit of its pupils and staff.

Specific tasks will include:

Security

- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and assist in fire drills
- Operate and respond to alarm systems where appropriate

Cleaning and maintenance

- Arrange and carry out necessary repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture, general minor works, some light grounds maintenance
- Assist in ensuring that all services (i.e. heating, lighting and plumbing) are operating to satisfactory standards
- Monitor waste around the site
- Assist and direct contractors in the operation of preventative planned maintenance programme.
- Carry out regular inspections of the buildings, fixtures, fittings, furniture, premises and grounds.
- Organise and carry out minor improvement works e.g. erecting shelves, notice boards, bookshelves, electrical, plumbing, carpentry repairs and decorating, as agreed with the Facilities Manager.
- Assist in ensuring the fire alarms, sprinklers, emergency lighting are tested in accordance with legislation and results logged and recorded.
- Undertake emergency cleaning duties
- Provide emergency access to the school site if necessary
- Undertake activities to maintain a safe and clean external environment e.g. gritting, leaf collection, graffiti removal

Management of resources

- Ensure the maintenance of a clean and orderly working environment.
- Report faulty equipment and other maintenance requirements to Facilities Manager.
- Manage caretaker supplies

Deliveries and logistics

- Assist with the receipt, distribution, collection and despatch of goods
- Set up for school events e.g. exams, parents' evenings, open days
- Assist in maintaining and arranging orderly and secure storage of supplies
- Arrange and assist with the movement of furniture, equipment and materials as required to satisfy the needs of varied site activities in accordance with the Health and Safety Policy
- Where appropriate assist the organisation, administration, use and maintenance of all school vehicles and to carry out driving duties when required by the Facilities Team

This list of tasks is intended to be indicative of what the role involves rather than an exhaustive list. The expectation is that the person taking on this role would also carry out any other reasonable task as directed by the Facilities Manager or Headteacher.

Other responsibilities

Health and Safety

- Contribute to a safe and healthy workplace by following H&S instructions and policies
- Report accidents and hazards
- Take care of your own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other relevant legislation of Academy Policies and Procedures relating to Health and Safety at work.

Other

- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/ work/ aims of the Academy
- Comply with Hammersmith Academy's Professional Dress Policy and Code of Conduct
- Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities
- Carry out other reasonable tasks from time to time as directed by the line-manager and the Headteacher.

PERSON SPECIFICATION AND SELECTION CRITERIA

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills 	<ul style="list-style-type: none"> • Qualification in a relevant trade or appropriate experience • GCSE (or equivalent) Maths and English • Full clean driving licence
Knowledge/ Experience/ Skills	<ul style="list-style-type: none"> • Handyperson experience • Willingness to use relevant equipment • Working knowledge or willingness to gain knowledge of: <ul style="list-style-type: none"> ○ Moving and handling procedures ○ Cleaning procedures required to meet specified cleaning standards ○ Health and safety procedures and precautions ○ Relevant policies/codes of practice/legislation • Observation of the Code of Safe Working Practice for Caretaking and Premises Staff 	<ul style="list-style-type: none"> • Previous experience of working in a school • Previous experience of being a key-holder • Willingness to develop knowledge of use of ICT • Team-leading skills
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate well to both children and adults • Reliable, competent and trustworthy • Ability to work as part of a team or individually with an enthusiasm for working with a diverse mix of children in a school environment • Willingness to participate in further training and developmental opportunities offered by the Academy to further knowledge • Ability to demonstrate commitment to Equal Opportunities 	<ul style="list-style-type: none"> • Willingness to learn to operate the BMS, CCTV, Access control systems

STAFF BENEFITS

The Academy offers all its staff a range of benefits including:

- Interest Free Loan of up to £2000 - for IT equipment
- Employer pension contribution – Teachers Pension Scheme (Teachers); Local Government Pension Scheme (Support staff)
- Annual Leave entitlement of 26 days plus 8 Bank Holidays which increases to 31 days annual leave after 5 years' service
- Cycle to Work Scheme: Cyclescheme is an employee benefit that saves 25-39% on a bike and accessories. Nothing is paid upfront and payments are taken tax efficiently from your salary by your employer.
- Season ticket loan – employees are entitled to apply for an annual, interest-free season ticket loan for travel or apply for a bike loan
- Support Staff Continuous Service Award
- Free Health and Fitness – full access to the Academy's fantastic gym and fitness facilities
- Free lunch and hot drinks – for staff who dine with students
- Free breakfast – on Fridays and on INSET days and staff can take advantage of our subsidised breakfast service each day
- A commitment to Wellbeing:
 - free flu vaccinations offered annually
 - INSET in July to plan for September so that you can enjoy your summer
 - a two-week half term during the Autumn Term
 - weekly Staff "shout-outs" celebrating each other
 - Staff Drop-in Sessions
 - Governors' Praise and Recognition Scheme
 - Staff social events including Staff Wellbeing Afternoons
 - Staff football/yoga
- Access to the London Borough of Hammersmith and Fulham's Parking Permit Scheme offering subsidised parking in the local area
- Membership of Medigold Health Protect – our mental health and well-being support service including the Thrive App offering mental wellbeing support at the touch of a button, anytime, anywhere
- Free Membership of the National College
- In addition to whole school CPD, a separate CPD budget of up to £300 will be available to staff to be agreed with Department Head and CPD Manager

THE ACADEMIST

Hammersmith Academy's termly newsletter, containing articles and stories from the full spectrum of Academy life. There are contributions from both students and staff, and covering academic and extra-curricular events.



<https://www.hammersmithacademy.org/parent-portal/newsletter/>

HOW TO APPLY

Please complete an Application Form. With reference to the Job Description and Person Specification, write a supporting statement to show your skills, attributes and abilities to successfully fulfil the role of Caretaker at Hammersmith Academy (no more than 2 x A4 sides - min.11pt font).

This statement should include clear reference to your skills, experience and proven ambitions and an explanation of how you can make a significant contribution to Hammersmith Academy in your role.

CVs will not be accepted for this post.

For additional information about Hammersmith Academy please visit our website:

www.hammersmithacademy.org

Closing Date: Wednesday, 5th July 2023 – 9.00am

Interviews: Week beginning 10th July 2023 – TBC

Candidates may be invited for interview upon receipt of a completed Application Form prior to the closing date. Early application is therefore advised.

All applications will initially be acknowledged by e-mail. If you have not heard further within two weeks of the closing date you may assume you have not been successful on this occasion.

In accordance with recommendations made by the DfE in Keeping Children Safe in Education 2022, all shortlisted candidates will be subject to an online search. This will help identify any incidents or issues that have happened, and are publicly available online, which Hammersmith Academy will explore with the applicant at interview.

Hammersmith Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.

Hammersmith Academy is an Equal Opportunities employer and does not discriminate on the grounds of any protected characteristics as defined by the Equality Act 2010.

HAMMERSMITH ACADEMY
INSPIRE CREATE SUCCEED

Vision

To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

Values

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

The HA WAY - HA learners demonstrate:

- Pride and Commitment
- Professionalism and Leadership
- Active citizenship
- Honesty and Reliability
- Respect and Integrity

Hammersmith Academy ensures that students are happy, safe and secure in their learning and develop through a culture of success, into self-confident independent learners who become highly valued members of their community. Strong leadership at all levels challenges underachievement and ensures students make outstanding progress and achieve high standards of attainment.

It is an inspiring and creative place to learn, which is rich in digital and creative media technology that stimulates and develops students' academic and vocational skills through the promotion of excellence.

Students leaving the academy will have the following profile:

- A strong portfolio of accredited achievement;
- A highly developed sense of responsibility and pride in their own performance;
- Outstanding communication skills, including digital literacy
- Well-developed literacy and numeracy skills
- Strong leadership skills coupled with a professional attitude to enhance employability;
- An ability to work collaboratively and develop team cohesion;
- An aptitude for research, enquiry, problem solving and creativity
- Are actively kind, caring and socially responsible.

Developing character and a growth mind-set - Be better than you thought you could be

Good character development coupled with academic success is essential to a high-quality education. We succeed by developing a growth mind-set through the skills of resilience in the face of challenge, resourceful when solving problems, reflective when evaluating progress and reciprocal when working in teams. To be fearless when striving for excellence and contributing positively to life in a global society.

We want each individual to be better than they thought they could be. We believe everyone is powerful beyond measure and capable of extraordinary achievements. We expect more from

ourselves and each other in our drive to be the best and are 100% committed in everything we do. We constantly challenge students to push their limits, to work hard, to be resilient and inspire each other to *outstanding* success.

We expect the same from all adults. That they are determined and committed to be the best they can be, demonstrate a 'can do' attitude and transmit these expectations to the students.

Knowledge is power

Knowledge creates power. First, Intellectual power - primarily through the core disciplines of literacy and mathematics which are the building blocks in accessing a successful life. Second, Economic power - a deep understanding of the links between self-management and problem-solving skills in becoming rounded and grounded in preparation for the world of work and thirdly, Social power - developing our social and moral responsibility as active citizens.

We prepare students for successful lives through a stimulating and engaging curriculum where our practices mirror those found in the wider world of work. Using a broad experiential approach, students are given the opportunity to make choices, take responsibility for their learning and accelerate their interests in greater depth.

Developing a thirst for knowledge through inspirational teaching is powerful. Its value is limitless. It enables students to absorb challenging concepts and develop the skills of critique, analysis and evaluation.

Leading is achieving

Leadership is central to our ethos of success as an individual, a team and a learning organisation. We work closely together to improve. We consistently look to enhance the quality of what we are doing and seek inspiration from inside and outside the Academy.

Our students are future leaders who develop a clear sense of ownership and pride in their own performance which empowers them to support others. We expect students to value and celebrate success and champion their community.

All adults are expected to lead and to build a performance culture. In every action, attitude and expression, they set direction and expectation. Every adult is trusted to act with integrity and take personal responsibility to do the right thing for the students.