# Knole Academy, Sevenoaks

# Knole_Logo.png

Application Pack for the Position of

Caretaker

**Closing Date: Monday 25 February 2019, midday**

**Interviews: Wednesday 6 March 2019**

Knole Academy

Caretaker

Application Pack

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A Message from the Headteacher, David Collins

Thank you for your interest in the position of Caretaker. I am delighted that you have requested this pack and hope that what you read will encourage you to apply to be part of our team at Knole Academy.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a teacher or member of the wider staff. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. In order to enable every student to achieve his or her potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

All students are inspired through the curriculum and through extra and co-curricular activities. Knole students benefit from state of the art facilities that offer a vast range of opportunities. Our Expressive Arts status drives our many school performances, concerts, productions and dance shows; in sport, our facilities and staff provide an unrivalled range of activities and the school has large cohorts of successful Duke of Edinburgh participants as well as an expanding Combined Cadet Force, one of the few in a state school. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school and, with the support of Sevenoaks School, we intend to develop internationally-minded learners who recognise their common humanity and help create a better world. Staff and students have benefitted significantly from the close collegiate relationship between the schools. Through our partnership with Sevenoaks School and all stakeholders, we ensure that no barriers are placed in the way of student achievement. We work closely to develop and train staff through innovative programmes with our sponsors.

Please visit [www.knoleacademy.org](http://www.knoleacademy.org) for further information.

**David Collins  
Headteacher**

About the Sponsors

The Lead Sponsor for the Academy is Gordon Phillips, with Sevenoaks School and Kent County Council as co-sponsors.

Gordon Phillips, Lead Sponsor and Chairman of the Glen Care Group, has been providing care and rehabilitation services for vulnerable people for 24 years. The service Glen Care provides for adolescents has been of major importance to Gordon, especially the school for children with low literacy and numeracy skills and the substantial achievements that these young people have made. Gordon’s belief is that all young people have potential and respond best in a safe, well ordered and disciplined environment. He believes it is our responsibility to inspire and provide exceptional learning environments so that all young people can reach their maximum potential. This will give them the qualifications and personal skills that will help them to make the right choices for their future and to succeed in adult life.

Sevenoaks School, a co-sponsor, has a long tradition of academic excellence, curricular breadth, pastoral guidance, and community involvement. They will bring their expertise, enthusiasm and commitment to learning with the aim of making the Academy one of the best new schools in the country.

Kent County Council (KCC) is also a co-sponsor.

What is an Academy?

An Academy is a publicly funded state school, with an independent governing body accountable to the government, which provides free education for students of all abilities in its local and wider communities. Whilst Academies are independent of the Local Authority, they are nonetheless part of the wider family of schools and other educational institutions in their area.

Academies are established by Sponsors from a wide range of backgrounds who are responsible for securing the very best education for students in their communities in partnership with the Principal and the Academy Leadership Team.

Introduction to Knole Academy

Knole Academy has a capacity for 1550 students aged 11-19. We are based in Bradbourne Vale Road, Sevenoaks, as of the summer 2014 new facilities have been completed in addition to the high quality teaching areas that were available on the old Bradbourne school site. All year groups are streamed and setted with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The new Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

The Knole Academy, Sevenoaks is:

* An 11-19, all-ability/co-educational school
* Providing a world-class 21st century education for students living in the town of Sevenoaks and its locality
* Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
* Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
* Is committed to high academic standards and ensure that every student fulfils his or her potential
* Ensuring first-class teaching and inspirational leadership
* Offers a strong tutorial system to support, guide and encourage each individual student
* Is a school at the heart of the community,
* Is establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
* Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
* Providing exciting professional development opportunities for staff.
* Has lead school status as a Schools Direct Teaching School.

**Specialisms**

The Expressive Arts specialism incorporates all aspects of performance and media, from dance, drama and music, to all aspects of art and media. Expressive Arts is a core curriculum component for all students, developing them as independent, creative thinkers. Through direct involvement with galleries, arts groups, theatre companies, orchestras and choirs, professionals contribute to the creativity and development of students’ skills. Individual talents and aspirations are recognised and nurtured from entry into the Academy both within and beyond the formal school day.

**The Academy Curriculum**

The Academy provides a dynamic and rich learning environment. Throughout Years 7-11, the Academy provides full coverage of the core National Curriculum subjects (English, Science and Mathematics). Information Technology is embedded across the curriculum to enable students to access learning resources and support from outside the classroom and academy as a whole. There are many opportunities that go beyond the National Curriculum boundaries. The Academy is an exciting and inspiring place, with stimulating, relevant and challenging courses, combining flexible academic, vocational, creative and cultural pathways. The Sixth Form offers a full range of academic and vocational qualifications at level 2 and 3 in state of the art industry specification accomodation.

Please do visit our website for more information:

[www.knoleacademy.org](http://www.knoleacademy.org)

How to apply

**Closing Date: Monday 25 February 2019, midday**

**Interviews: Wednesday 6 March 2019**

**Person Specification**

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

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Applying**

If you decide to apply for this post please complete the attached application form. Your formal letter of application should address:

Why the post attracts you.

How your experiences and achievements match the job and person specification.

Academy Location

Please click on the link below to see a map showing the Academy’s sites locations:

Bradbourne Vale Road, Sevenoaks, Kent, TN13 3LE.

<https://www.google.co.uk/maps/place/Knole+Academy/@51.286944,0.183889,17z/data=!4m2!3m1!1s0x0:0x24ecbbd418d1107>

Additional information to download:

[www.knoleacademy.org](http://www.knoleacademy.org)

Information about the Sponsors: <http://www.knoleacademy.org/88/our-sponsors>

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**KNOLE ACADEMY**

**JOB DESCRIPTION**

**NAME:**

**JOB TITLE: Assistant Site Manager**

**RESPONSIBLE TO: Site Manager**

**Headteacher**

**GRADE: Knole Academy Scheme 6 Full time All year round**

**ACCOUNTABLE for:** assisting the Site Manager managing and maintaining the academy premises to ensure the safety, cleanliness, security and good condition of the buildings, facilities and grounds.

The safeguarding of children and young people underpins the work of the Academy and must be adhered to as a prime responsibility. All staff working in the academy must read and understand

our safeguarding policy and statutory guidance on safeguarding before employment begins and on a regular basis. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner

**PRINCIPAL RESPONSIBILITIES:**

Under the supervision of the Site Manager:

* To work closely with the site manager to ensure the Academy site and its buildings are maintained to a high and safe standard complying with all legislation
* To deputise for the Site Manager in his absence, delegating and making appropriate decisions
* To attend to the opening and closing of the premises at designated times and to be responsible for general security at all times. In addition the academy site staff may be called out at unsocial hours or at weekends to deal with security problems
* To supervise contractors undertaking work on the academy premises (eg. window cleaning, pest control, boiler maintenance, sanitary disposal, cleaners etc), to ensure that the terms of contracts are met and that H & S procedures along with (working with Asbestos) are adhered to
* To ensure all contractors comply with safeguarding of children legislation eg DBS and checking for photographic ID
* To supervise the cleaning contractor and ensure that high levels of cleanliness are maintained at all times
* To supervise the ‘deep clean’ requirements and ensuring that H & S procedures are adhered to
* To supervise the grounds maintenance contractor ensuring that all academy requirements are met and that H & S procedures are adhered to
* To ensure that all roads, paths, access points and entrances are free of snow and ice to ensure safe passage as directed by the Academy winter working procedure
* To ensure that the highest possible standards of work, cleaning and hygiene are maintained throughout the academy
* To continually monitor the condition, cleanliness, safety and security of the site reporting any defects to the site manager
* To drive the school minibus/coach accompanying students on school trips and visits
* To check and log school alarms, emergency lights and batteries weekly to minimise the possibility of theft or vandalism, and to maintain the fabric of the buildings thereby ensuring a safe and sound working environment for staff, pupils and visitors
* To ensure all CCTV adheres to statutory regulations
* To convey staff requests for repairs and minor improvements to the site manager
* To carry out operations around the school (ie. Cleaning lampshades and lighting diffusers, replenishing of soap, towels, toilet paper, sweeping the canteen floors after lunch, etc)
* To carry out all regulatory tests making sure they are carried out at the appropriate time (eg appliance testing) Training will be provided
* To ensure that all legislative procedures are undertaken and recorded as per requirements eg Asbestos Register.
* To manage a risk assessment system
* To participate in regulatory training
* To induct and train new caretaking staff as necessary
* To carry out other duties as may be deemed reasonable by the Line Manager

# **General Duties:**

* To ensure that the safeguarding of students is a primary concern
* To be responsible for personal continued professional development
* To adhere to Health and Safety Regulations
* To be a first aider (training will be given if necessary).
* To keep confidential any issues related to Knole Academy which are deemed confidential
* To participate in appropriate meetings
* To read, understand and adhere to all Academy policies

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the holder of the post.

Signed…………………………………………. (Post Holder) Date……………..

Signed………………………………………… (Headteacher) Date……………

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| ***KNOLE ACADEMY***  PERSON SPECIFICATION – Assistant Site Manager |

The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. The Assistant Site Manager must have:-

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Measured** |
| **Education &**  **Qualifications** | * A minimum of Level 2 or equivalent standard of education * A first aid qualification (training will be given if necessary) * Minibus and coach licence (training will be given if necessary) | * Experience of working within a caretaking/maintenance or school setting * Holder of a D licence | * Application * Interview * Reference |
| **Skills** | * Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving * Ability/experience to delegate duties and make appropriate decisions in the absence of the Site Manager * Ability to carry out building maintenance, decoration and repairs * Must have excellent communication skills, both verbal and written * Good ICT skills * A good working knowledge of Microsoft Office/Outlook |  | * Interview * Application * Reference |
| **Attributes** | * The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/   situations   * A flexible working attitude – able to work shifts/evenings and weekends * The ability to work as part of a team * A good sense of humour * Appropriate attire for this position * A high level of integrity * An organised and methodical approach to practical and administrative procedures * The ability to work unsupervised * An understanding of relevant policies, codes of practice and legislation including Health and Safety regulations, COSHHH and risk assessments within a school environment |  | * Application * Interview * Reference |

**KNOLE ACADEMY APPLICATION FORM**

(Support staff post)

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| **Post applied for:** |  |

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| --- | --- |
| **Personal details** |  |
| First name |  |
| Surname |  |
| Title |  |

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| **Contact details** | |
| Address  (including postcode) |  |
| Landline |  |
| Mobile |  |
| E-mail address |  |

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| **Employment details** | |
| National insurance number |  |
| Qualified to work in the UK | Yes  No |

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| **Current employment** | | | |
| **Position held**  (State if full or part time) | **Employer name and address** | **Dates employed**  (from and to) | **Salary** (including allowances) |
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| Notice required |  | | |
| Reason for leaving |  | | |

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| **Previous employment** | | | |
| **Position held**  (State if full or part time) | **Employer name and address** | **Dates employed**  (from and to) | **Salary** (including allowances) |
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| Reason for leaving |  | | |
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| Reason for leaving |  | | |
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| Reason for leaving |  | | |
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| Reason for leaving |  | | |

*Please continue on a separate page if required*

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| **Gaps in employment** (please explain any gaps in employment) |
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| **Education and qualifications** | | | |
| Higher education  Degree/course | University/College  (level) | Qualification  (including grades) | Dates attended |
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| **Education and qualifications** | | |
| Secondary education  School  (name and address) | Qualifications  (including grades) | Dates attended |
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| **Training and professional development** | | |
| Course | Qualification | Dates attended |
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| **Supporting statement** (please refer to the job description and person specification) | | |

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| **References** | | | |
| Please nominate two referees who are able to comment on your suitability for this post. One must be your current/last employer. The academy reserves the right to seek any additional references if deemed appropriate. References will be taken up prior to interview so please advise them you have listed them as a referee and to expect a request for a reference should you be shortlisted. | | | |
| Name and status | Relationship to you | Address and post code | Contact details  (Email and telephone number) |
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| **Disclosure and Barring Service** |
| It is an offence for an individual to attempt to engage in regulated activity (working with children). As a result, an individual would be unable to carry out the advertised role if they have certain criminal convictions.  As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.  Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.  We will treat all our applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which would make you unsuitable for the role. The amendments to the Exceptions Order 1975 (2013) provide that certain convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.  Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  If the answer is yes then please provide full details FAO of the Headteacher in a sealed envelope.  Yes  No  Do you have a DBS certificate?  Yes  No Date of check:  If you have lived or worked outside of the UK in the last 5 years we may require additional information in order to comply with “safer recruitment” requirements. If you answer “yes” we may contact you for additional information in due course.  Have you lived or worked outside of the UK in the last 5 years?  Yes  No |

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| **Right to work in the UK** |
| Knole Academy will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  Are there any restrictions to your residence in the UK which may affect your right to take up employment?  Yes  No  If you are successful in your application, would you require a work permit?  Yes  No  *If “yes” to either question please provide details* |
| **Disability and accessibility** |
| The academy is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for interview, please state the arrangements you require: |

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| **Vacancy information** |
| Where did you see this post advertised?  If appointed, when would you be able to start? |

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment, or after appointment, could lead to disciplinary action or dismissal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Equalities Monitoring Form**

Completion of this section will help usto ensure that our workforce reflects the diverse make-up of the community of Kent. To ensure our policies and procedures are not discriminatory, we monitor job applicants and the diversity make-up of our current workforce, as part of our internal processes, such as training. The information you give is confidentially managed and does not form part of the process. *It will greatly assist us if you provide as much information as possible, but you are not obligated to do so*.

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| **Ethnic Origin**  (please tick one box only, indicating the category that best describes your ethnic origin) | | |
| **White** | British | Irish |
|  | Any other White background (please specify) | |
| **Mixed** | White & Black Caribbean | White & Black African |
|  | White & Asian |  |
|  | Any other Mixed background (please specify) | |
| **Asian or Asian British** | Indian | Pakistani |
|  | Bangladeshi |  |
|  | Any other Asian background (please specify) | |
| **Black or Black British** | Caribbean | African |
|  | Any other Black background (please specify) | |
| **Chinese** | Chinese |  |
| **Other** | Any other ethnic background (please specify) | |

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| **Gender** (please tick) Male  Female  Prefer not to say |

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| --- | --- | --- |
| **Age Range** | Up to 19 | 46 – 55 |
| (please tick) | 20 – 25 | 56 – 65 |
|  | 26 – 35 | Over 65 |
|  | 36 – 45 |  |

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| **Disability** (please tick) |
| Do you consider yourself to be disabled?  Yes  No  Are your day to day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?  Yes  No |