



# Grove House School

*Candidate Information Pack  
Estate Manager*

**Supporting Excellence**

*[admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk) | [grovehouseschool.co.uk](http://grovehouseschool.co.uk)*

# Headteacher's Letter

## Grove House School

Sawyers Hall Lane, Brentwood, Essex, CM15 9DA

Headteacher: Miss L Christodoulides, BA Hons

Telephone: 01277 361498

Email: [admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk)



Dear Applicant

Thank you for your interest in Grove House School. I would like to take this opportunity to tell you a little more about us. We are a growing special school that opened in September 2015. We currently have just over 100 pupils on roll across years 4-12. Our school will ultimately cover the 8-19 age range. All of our pupils have an EHCP and have come to us from mainstream settings and alternative provision. Our pupils' priority needs will be around speech, language and communication although many will have associated difficulties such as attention management issues, moderate learning difficulties and social and emotional needs.

Currently we have 8 form groups - two KS2, four KS3 and two KS4. Classes are ideally in groups of 12 pupils. Each class is supported with at least 2 Learning Support Assistants who stay with the class group across all lessons. Our teaching and therapy staff work together in the classroom throughout the school day and have allocated joint planning time.

We are a very friendly, supportive and welcoming staff. Our staff team is growing rapidly as our pupil numbers increase. Our curriculum, whilst based on the national curriculum, is continually reviewed and ever changing as we look to meet the wide variety of individual pupil needs within each class group. Whilst this may have its challenges it also is extremely rewarding in that our staff have the flexibility to be creative and innovative in the development and delivery of the curriculum.

This is such an exciting time for us – every aspect of our new school is evolving at a rapid rate. The chance to be a part of this continued growth phase in our provision is a rare opportunity. I do urge you to come and visit, look around our site and meet the pupils and our staff team.

We have a highly skilled and dedicated board of governors, some of whom were the proposers of the free school. They have supported us way beyond expectations and continue to be a valuable asset to the school.

I very much hope the post is of interest to you – please do contact us for further discussion and to arrange a visit.

Kind regards

*Lisa Christodoulides*

# Our School Site

Our school site has undergone huge change. We started in September 2015 in a refurbished small block with 4 classrooms for our opening year.

We now have a main large building that has specialist therapy rooms, sensory room, specialist art, music and ICT rooms, a large hall with stage and a gymnasium, in addition to a number of non-specialist classrooms.

We have a new build on the site which we are currently using as our growing primary base.



In Spring 2018 we refurbished our Technology block to provide dedicated facilities for Science, Design and Technology and Food Technology.



# SEAX Trust

## Grove House is part of the SEAX Trust

### Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

**Provide outstanding educational experiences for children and young people with special educational needs**

**Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

### Be rewarded by us ...

We offer a clear and competitive **pay policy** and **progression route**

**Holiday pay** and **salary** which is paid *evenly* across the year for our support staff, Teachers and Local Government **Pension Scheme** facilities

### Progress with us ...

A focus to provide high quality **professional development** opportunities for all staff

An extensive range of **in-house training** opportunities

Experienced and **dedicated practitioners** who are keen to help you learn

A range of exciting internal **career opportunities**

### Be inspired by us ...

**Challenging** roles and **recognition** of achievement

A **motivational** strategy towards both education and business

Staff **involvement** in wider decision-making

### Be reassured by us ...

A strategic aim to ensure a **fair work/life balance**

A **highly supportive** organisational culture

A firm commitment to the strengths of **equality and diversity**

A sense of **cohesion and belonging**

A policy to raise **matters of concern**





# Key Information

**Please read this information carefully and retain this sheet for reference during the application process.**

## **Application process**

Applicants can apply in writing and submit it to the school via Kate Peters (k.peters@grovehouse.essex.sch.uk) no later than **12 noon** on the closing date of **Friday 10th January 2020**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.



## **Selection process**

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to a face to face interview with the selection panel.

There may also be a skills test or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

## **Shortlisted candidates**

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

## **Referees**

Referees will be contacted **prior to the interview date** to request references on all shortlisted candidates.

*The school may review social media relating to shortlisted candidates as part of the screening process to ascertain whether candidates demonstrate appropriate conduct and behaviour and suitability for employment in a school.*

## **Interview date**

Interviews will be held at **Grove House School on Wednesday 15th January 2020**.

## **Further information and school visits**

Applicants who require further information or would like to visit the school should contact Kate Peters, 01277 361498 or k.peters@grovehouse.essex.sch.uk

## **Staff Well-being Cover**

Grove House offer extensive Staff Wellbeing and Medical Insurance Cover which includes physiotherapy, counselling and GP on-line support services.

*All staff at Grove House School commit themselves to contributing fully to the ethos and life of the school both in school and outside. The school operates its own salary structure broadly in line with School Teachers' Pay and Conditions.*

*Grove House School is committed to safeguarding and promoting the welfare of children and young people. It expects all staff, volunteers and contractors to share this commitment. The successful candidate will be expected to obtain DBS clearance at enhanced level and Section 128 clearance.*

# Job Description



**Reports to:** Headteacher  
**Responsible for:** Site Security, Maintenance and support to the Site Team  
**Liaison with:** School and Site Staff, outside contractors  
**Grade:** Band 3 Range mid to top, actual pay £21,589 - £23,836 including Outer Fringe Allowance  
**Hours:** 37 hours, 8.30am - 4.30pm Monday - Thursday, 9.00am - 4.00pm Friday 52.14 weeks pa. Paid holidays, 23-27 days pa

## Job Purpose

To contribute to the smooth running of the School by:

- Organising and managing the Maintenance & Cleaning Team & undertaking effective supervision
- Undertaking care-taking and maintenance tasks
- Managing and implementing the requirements of the Annual H&S and maintenance calendar
- Maintaining records
- Implementing Health & Safety, including all risk assessments and security of the site
- Responding to the daily needs and demands of the School and staff.

The duties of the post, as outlined, will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

## Security and Supervision

- To be responsible for the overall organisation and management of the work of the maintenance and cleaning team
- To provide emergency/relief/holiday cover for other site staff
- To act as key-holder and carry out security procedures for the buildings and grounds. To undertake responsibility for the routine and non-routine opening of premises and grounds. To respond to calls outside normal working hours as a result of break-ins etc. and/ or the se\ng off of the burglar alarm(s).
- To provide access, where possible, to the premises and classrooms in the event of snow, minor flooding or similar emergency situations.
- To manage enquiries from contractors in liaison with the Academy Business Manager
- To attempt to prevent unauthorised access onto the School premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S): Managing Violence in Schools).
- To monitor the cleanliness of the School premises and furnishings.
- To prepare and maintain the grounds' equipment and prepare and plan the work schedule with the grounds workers

## Care-taking and Maintenance

- To operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available, carrying out frost precaution procedures as necessary.
- To make arrangements for the carrying out of routine procedures or inspections on ancillary equipment, e.g. checking automatic pumps and areas subject to flooding and the maintenance of batteries.
- To carry out School-based procedures in the event of fire, flood, breaking & entering, accident or major damage.
- To identify and prioritise maintenance requirements and prepare and organise work programmes in liaison with the School Site Manager, Site Team & Academy Business Manager
- To arrange for the Site Team (including the post holder) to carry out first-line repairs and maintenance which are not beyond the competence of the staff concerned.
  - \* Plumbing work – e.g. repairing a leaking pipe, simple installation work (such as plumbing in a new tap, or replacing washer etc).
  - \* Redecoration as appropriate.
  - \* Plastering work - eg repairing cracked or broken plaster or making good damaged walls (for example: following the removal of shelving or similar fixings).
  - \* Fencing and boundary repairs - e.g. mending broken fencing panels or stakes, repairing holes in fences etc.
  - \* Glazing work - such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. N.B. Specialist contractors would be used for repairs to large windowpanes, double-glazed units or windows at a high level.
- To arrange for works to be undertaken and monitoring the progress of projects involving outside contractors.
- To make arrangements for window cleaning.
- To ensure that all areas within the confines of the site are free from litter and that all drains and gullies are free-flowing and clean.
- To make arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution (dispatching goods, materials etc.)
- To ensure that the cleaning cupboards are fully stocked with supplies of cleaning materials and other supplies for the start of each day.
- To ensure that all care-taking equipment is in a safe and working condition and arranging for their repair as appropriate.

# Person Specification



Requirement	Detail
Qualifications	<ul style="list-style-type: none"><li>• Educated to Level 2 qualification in English &amp; Maths</li><li>• Recognised Health &amp; Safety/vocational qualification</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of caretaking and/or buildings maintenance/security</li><li>• Good knowledge of security, heating plant and other building systems</li><li>• Knowledge of Health &amp; Safety requirements, policies and procedures</li><li>• Ability to undertake DIY tasks to a high standard</li><li>• Strong and confident IT skills</li><li>• Practical experience of working in a school environment</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• An ability to relate well to staff and young people</li><li>• Discretion, sensitivity and confidentiality</li><li>• Excellent interpersonal skills</li><li>• Ability to use own initiative working independently and collaboratively as a member of a small team</li></ul>
Skills	<ul style="list-style-type: none"><li>• An ability to prioritise work, to cope with competing demands, deadlines and interruptions</li><li>• Excellent written and verbal communications</li><li>• Ability to negotiate effectively to achieve best outcomes</li><li>• Time management skills</li><li>• Good organisational skills</li><li>• Quick to learn</li></ul>
Physical Requirements	<ul style="list-style-type: none"><li>• Stamina</li><li>• Good level of health and fitness</li></ul>
Disposition	<ul style="list-style-type: none"><li>• Helpful and a calm professional manner</li><li>• Friendly and approachable</li><li>• A sense of humour</li><li>• Patience, tact and diplomacy</li><li>• Enthusiasm and a positive outlook</li><li>• An enthusiastic approach to both routine tasks and unexpected challenges.</li><li>• Demonstrate a commitment to involvement in the life of the school</li></ul>



Working with others	Detail
General Circumstances	<ul style="list-style-type: none"> <li>• A good record of attendance and punctuality in the last 3 years</li> <li>• To develop self within the post, undertaking training, performance review as appropriate to ensure that relevant skills are updated in order to support the development of the academy.</li> <li>• To be aware of the academy's duty of care in relation to staff, pupils and visitors and to comply with health and safety policies at all times.</li> <li>• To be aware of and comply the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.</li> </ul>
The Application Form, Interview and References will be used as sources of evidence.	

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