THAMES PARK

Assistant Caretaker



Osborne
Co-operative Academy Trust

About Us

Thames Park opened in September 2020 to year 7 in central Grays. We are a brand new, co-educational 11-16 school being the latest member of the Osborne Co-operative Academy Trust. We currently have pupils in years 7 and 8, which will build year by year. Grays is vibrant, rewarding and an inspiring place to work with excellent transport links. The area is undergoing one of largest scale redevelopments in Europe as part of the Thames Gateway Development. We are part of a £25 million building programme to deliver a purpose-built, state-of-the-art education facility in September 2022.

Thames Park promotes high levels of academic achievement across the curriculum. We encourage participation in extra-curricular opportunities and empower Pupils to make decisions wisely. Our blended curriculum is rich, diverse and personalised, ensuring every pupil makes great progress. Our focus on digital learning gives our pupils a unique learning experience. Our pupils are fully supported through high quality, personalised pastoral care. Our pupils are motivated and highly engaged by a dynamic learning environment. A wide range of leadership and enrichment activities help to encourage a spirit of co-operation, aspiration and joy for pupils.

Our aim is to develop our site into a centre of excellence within the school. We are looking for a hardworking, ambitious and dynamic qualified teacher to join Thames Park as part of our site team. Successful candidates will be part of a small team of dedicated professionals. You will need to be flexible and adaptable to the needs of a growing school. Our staff team is a warm, welcoming and hardworking group, with staff wellbeing high on our agenda.

Our people are at the heart of our success. We have developed a strong culture of cooperation and best practice, with professional development and career planning at its centre. We invest in all of our staff with support, coaching, mentoring, and a wide range of top-quality training programmes, delivered at every level through to senior leadership.

Next Steps

Complete an application form and return to hr@osborne.coop by **midday Friday 8th July**. Interviews will be held on **Wednesday 13th July**.

If you have any questions about this opportunity, please contact us via e-mail on hr@osborne.coop, or call to arrange a conversation, on 01375 470790 and ask for Julie Spurgeon, Support Manager.

Please note: we may hold interviews as and when applications are received, and we reserve the right to offer to a candidate prior to the closing date. With this in mind, we encourage you to apply as soon as possible and advise you check the job information as per the listing on our careers site.



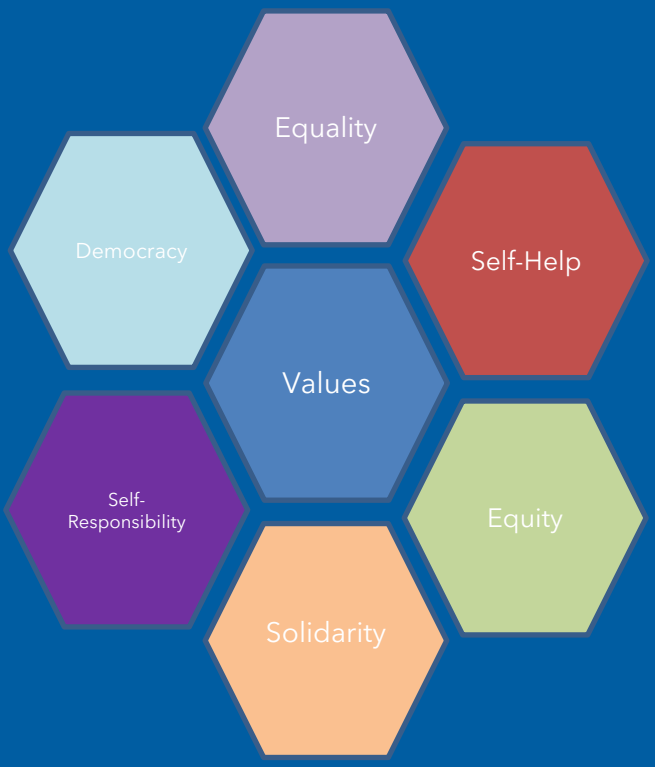


CGI images for our new site

Our Cooperative Values

At Thames Park we live our Cooperative values daily, showing how we help people to help themselves. To take responsibility and ownership for our actions, to strive to give our members a voice in the way we run our organization. Members will have equal rights and benefits (according to their contribution), all members will be treated justly, fairly, and aim to support each other and other cooperatives











These are underpinned by our Ethical Values, encouraging all to 'do the right thing' as we live our daily lives because this the right thing to do!

We are honest about what we do and the way we do it. We encourage people to take responsibility for their own community, work to improve it, and we regularly fundraise for charities and local community groups

A welcome from our Pupils







Welcome to Thames Park, our new school in Grays. Our co-operative values are Self-Help, Self-Responsibility, Democracy, Solidarity, Equity and Equality.

Our school is a friendly, fair and welcoming place to be. When you are attending the school, you will enjoy and learn new things everyday.

As a school, we want to do the best we can do and help everyone feel safe and comfortable. If you need anything the staff are always happy to help and so are the Pupils.

You will be surprised by all the warm and loving people.

We have lots of extra-curricular activities and an amazing Student Council and House Captains to let the Pupils' voices be heard, to enable the school to assist all the Pupils.

Some of the enrichment activities we can participate in are :

Meditation, Pride Club, Choir,
Creative Writing, Chess, Dance,
History, Art, Homework,
Netball, Maths. Gaming, Drama,
Debate, Journalism, Gymnastics,
Basketball, Football, Coding,
Landscaping, Boardgames, Gaming,
Dodgeball, Science

From the Pupils

Hear from our staff



I joined Thames Park in 2020 with a brand-new cohort of 120 year 7 Pupils. My role is Lead Teacher in Maths, and my mission is to make Maths every student's favourite subject. Yes, I have set myself a challenge! At the end of our first year, the Pupils were fully engaged every lesson, making outstanding progress, but ultimately turning into lifelong lovers of Maths.

Our Pupils are the reason I work at Thames Park. They are eager to learn after the disruption of the lockdowns, they enjoy our well-planned lessons and give the staff immense job satisfaction.

We are supported in our school with high quality staff CPD especially in areas to improve our use of digital technology as we aspire to be the leading digital provider within our Trust. We are further encouraged to join local networks and funded to join National Associations.

Our curriculum plan for Maths is being developed to support teachers at all stages of their career. New team members would then be encouraged to work collaboratively to continue to improve opportunities for learning. As a small school staff support for each other is an integral part of our success. We also look forward to our team growing over the coming years. Our work in line with our core values drives everything we do, from student led assemblies to end of term fun days.

My journey with Thames Park has been an amazing one so far and I am grateful for all the opportunities I have been given and, we look forward to inviting you to join our team.

Sally Read

Lead Teacher of Maths

I joined Thames Park in September 2021 as the Lead Teacher of Humanities and have thoroughly enjoyed my time here. As a growing school with just year 7 and 8, Thames Park has a collegiate and caring approach which is embodied through our pastoral support and extensive enrichment offer.



I teach every student in the school, and this has obvious advantages including accurate formative and summative testing and assessments, and uniformity in what each student learns in humanities. The Pupils at Thames Park have a fascination with the humanities, especially history. History Club, on Monday evenings allows Pupils to investigate wider ranging historical events and protagonists that we do not study in class. They then have to present their findings to the cohort.

As a teacher with over 20 years of experience, I try to focus on building resilience in my Pupils by teaching the historical skills necessary in order to independently tackle historical material. My brief time at Thames Park has seen me building resilience in my Pupils to enable them to become self-responsible learners. I look forward to seeing the year 7 and 8 Pupils progress and grow and move forward towards GCSE, A level and life-long learning.

Troy De Aguiar

Lead Teacher of Humanities.

Hear from our staff



I joined Thames Park in April 2021 as Assistant Caretaker. This was my first experience of working in a school after a long career in banking. I was immediately made to feel so welcome and valued by my colleagues and I'm delighted to say that this friendly and supportive approach has continued to the extent that even 7.00am starts don't seem so bad !
I have a wide remit and am responsible for maintenance, health and safety, gardening and the physical security of our building together with oversight of a variety of contractors all of which is underpinned by our co-operative values.
Wellbeing is such an important aspect of a modern workplace, and this is fully embedded here at Thames Park. I've enjoyed our regular staff events and have participated in a multitude of activities, most notably of a sporting nature over the summer months. I've been a football coach for several years now and have great fun taking our Year 7 students for football training every week during the season.
This has helped me get to know so many of our students, all of whom take the time to say 'hello' when I meet them in and around the school.
My transition into a new career has been both exciting and challenging and I very much look forward to welcoming you to our team.
Mr Holwell
Site Manger

When I joined Thames Park in May 2021 it was still in its first year, and the air of excitement within the building was contagious. Staff and students had created a cohesive learning environment for all.
As the Receptionist, I am at the heart of the school and my role enables me to be part of the entire school community and to form strong communication links between the school, parents and staff.



At Thames Park , I work with the most amazing group of people who all have different backgrounds, ideas, and areas of expertise but it is the fundamental team spirit that makes each day a pleasure to come to work. Training is always offered when and where necessary or requested, either internally or from an external source. The training provides depth and breadth to increase our understanding of our students and the wider school community.
This year, the school has grown with a new year group of students and more staff have also joined. A real solidarity has developed between the existing and new staff. All staff have a voice and, with regular wellbeing sessions available to participate in, staff feel very valued and heard, making Thames Park an environment for individuals from teacher to support staff to thrive.
Miss Stonell
Receptionist/Administration Assistant

The role

This is a wonderful opportunity for a dynamic and motivated individual to join our new school and help shape its future. We are seeking to appoint an enthusiastic Caretaker who will be able to demonstrate excellence in site maintenance and is suited to someone who will manage the utilisation of the School Site for both educational and allied usage. Responsible for the day-to-day security, maintenance and Health and Safety of the site

Monday to Friday 37 hours a week (shift pattern in between 7:00am and 5:30pm)
(some flexibility for lettings in evenings and weekends required)
38 weeks per year, term time plus inset days
Salary – Thurrock Band B Point 7 – 12 (£18,042.97 - £19,914.28 actual salary per annum)
Start date: September 2022

Key Corporate Accountabilities

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc., the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Development schemes, Professional Development Process, and contribute to the identification of own team development needs

Principal Accountabilities

- To be responsible for the facilities in the absence of the Site Manager.
- Assist with the Professional Development Process of the cleaning team, advising the Site Manager of outcomes.

Key holding and Security

- Carry out security procedures for grounds, premises and their contents. The routine and non-routine opening and closing of premises.
- Key holder responsibilities. Provide access to the premises in the event of fire, flood, breaking and entering, snow and other emergency situations.
- Carry out required duties in connection with approved lettings of premises and after school activities.
- Report in accordance with agreed procedures any trespass on the premises, damage from intruders and unauthorised parking of vehicles.

Maintenance

- Check building for routine maintenance matters and vandalism, reporting and taking appropriate action when necessary.
- Undertake day-to-day maintenance duties, reporting to Caretaker/Site Manager any faults requiring specialist attention. Ensure replacement of light bulbs, tubes, diffusers as required.

Caretaking

- Ensures gullies, gutters, fall pipes and drainage systems, including foul drains, are free from blockages and arrange to clean, when necessary, within the capabilities of the post holder and being mindful of Health and Safety regulations.
- Ensures footpaths, car parks, shrubberies and paved areas are kept clean and tidy condition.
- Takes delivery of, if appropriate store, laundry, stationery, materials and other goods. Carries out porterage duties within the School.
- Operates and monitors the heating plant and temporary heating equipment to, whenever possible, maintain appropriate temperatures, in line with the Council's Policy on energy conservation. Carries out frost protection procedures.
- Cleans boiler house, stock/storerooms and other designated areas of the building, identified through consultation with the Site Manager. Cleans toilets during session times, as necessary. Periodically de-scales toilet furnishings and showerheads, surfaces and channels. Performs other emergency cleaning required due to accidents, illness, vandalism, building and equipment failure.
- Perform such other duties as reasonably corresponding to the general character of the post.
- Direct contractors to sites of repairs and maintenance work, confirm that work has been completed and report deficiencies.
- Deal with enquiries from members of staff, contractors and members of the public.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post

Person specification

In making an application to Thames Park, we are looking for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

Essential

- Have the ability to relate well to people, through an even temperament
- Have a clean current driving licence
- Have plenty of stamina
- Be able to cope with moderate and occasional heavy lifting
- Be flexible and adaptable, including occasional work outside normal
- hours
- Have a clear understanding of how schools operate
- Be open minded and genuinely interested in developing themselves
- Be able to use their own initiative
- Have a commitment to working as part of the whole school team and
- supporting the vision and aims of the school
- Have the ability to respond to emergency work situations at short notice

Qualifications and Experience

- Reasonable written and verbal communication skills
- First Aid training or a genuine willingness to be trained
- Knowledge of basic Health and Safety at work requirements
- Ability to carry out instructions and seek clarification where necessary
- Proven record of possession of DIY skills and ability to carry out a wide
- range of repair works
- Competence with hand tools. Skilled tradesman preferable

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•Recruitment and Selection Policy Statement

1. The Trust Board is committed to:
   - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people
   - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
   - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs and expects all staff, volunteers, and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake
2. The Trust Board recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race, (which includes colour, nationality, and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
   - receipt of satisfactory references
   - verification of identity
   - a satisfactory DBS disclosure if undertaking Regulated Activity
   - verification that you are not barred from working with Children
   - verification that you are not prohibited from teaching
   - verification of medical fitness for the particular role
   - verification of qualifications and of professional status where required e.g., QTS status
   - the production of evidence of the right to work in the UK
   - verification of successful completion of/exemption from statutory induction period
   - verification that you are not subject to any section 128 direction preventing you from holding a management position within the Trust/school

•a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a disqualification waiver from Ofsted

•NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error. Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record wil not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness, and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g., was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty, and openness).

This Trust operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

   A copy of our Recruitment Procedure is available upon request.

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