



CHARLTON SCHOOL

Building Knowledge • Developing Character • Inspiring Futures



Support Staff Application Pack



Principal: Mr McNaughton

Apley Avenue, Wellington, Telford, TF1 3FA
Telephone 01952 386800
or visit our website at www.charlton.uk.com

“Building Knowledge. Developing Character. Inspiring Futures”

Charlton is an 11-16 comprehensive school, well established in the heart of its local community. We are a truly comprehensive school, admitting children from over 20 primary schools, with students' prior attainment at KS2 broadly in line with National Average, with a slight bias towards higher ability range.

At Charlton we take pride in students' progress, with learning at the heart of all we do. We know the importance of inspiring students to develop a thirst for learning, so our curriculum is broad, rich and matched to individuals' needs.

Our emphasis on purposeful, relevant learning means that our students benefit from a range of visits, specialist teaching and extensive extra-curricular experiences. We aim for all our students to enjoy school, excel in their studies and attain outstanding outcomes.

Partnership with our local primary schools focuses on building on primary experiences and strengths, to ensure a continuous learning journey for all. Our students leave us having attained high standards, whilst emphasising their personal development.

Partnership with our families and the wider community is really important to us, so that care, guidance and support systems are good and ensure that students who join the school at any stage are well supported.

Charlton's Vision

Our vision is to nurture happy, healthy young people who have the knowledge, academic achievement and strength of character to lead safe and successful lives in modern Britain, preparing them for their next steps in education or employment with a thirst for lifelong learning.

Charlton's Values

At Charlton our ethos is built upon our three core values:

- Respect
- Responsibility
- Resilience

We expect all members of the Charlton community to exhibit these values at all times.

We are tremendously proud of our new school building. It provides first rate facilities, purpose-built for the 21st century. Our new build school opened in June 2016 and was the last school in the country to be completed under the Building Schools for the Future scheme.

Additional investment in state-of-the-art ICT, Sports, Expressive Arts, Science and Technology, have been a great boost to students' already rich curriculum of Foreign Languages, Humanities, English and Maths. We firmly believe that the new facilities will further strengthen our high performance across the school.

The school joined the Learning Communities Trust as an academy in December 2018. This is a multi-academy trust set up to serve the needs of the students in the Wellington and Hadley areas of Telford. This is an exciting development for the school, and we are already seeing the benefits of collaborating with other schools.

Following a recent Ofsted inspection (May 2023), the school has been judged to be good overall and good in all the separate judgement areas. We are delighted with the outcome, and that the dedication and hard work of our students and staff has been rightly recognised.

The curriculum is organised into nine curriculum areas with colleagues working collaboratively to support the complete learning experience. We currently implement a two-year KS3 programme, followed by a three-year KS4 where students make their option choices at the end of Year 8 in most areas.

Within curriculum areas, our teams consider the views of learners using student self-evaluation as part of their assessment procedures. This gives learners the opportunity for reflection and to improve good practice. Students are encouraged to share their views and opinions and play a key role in shaping the future of our school. Students take tremendous pride in what they do and have a sense of loyalty with good relationships with staff.

As a school we have a wide range of extra-curricular activities supported through our partnership work with many outside agencies. This, linked with our work to promote community cohesion, provides our young people with every opportunity to meet their potential.

Students are guided via a strong pastoral system, with experienced staff who support our effective learning environment. All students have form tutors who serve as academic mentors to track progress. Pastoral Managers offer further support and where required access external agencies and family support.

We aim to keep learning at the heart of all we do, recognising the strengths of collaboration and sharing best practice. We are a true learning school where every individual has the opportunity to develop, maximising their full potential.

We look forward to welcoming you into our school community.

Mr Andrew McNaughton
Principal

ASSISTANT SITE MANAGER

Salary:	NJC Scale 4 (points 7 to 11)
Location:	Charlton School
Required from:	Easter 2024 (negotiable)
Contract type:	FULL TIME
Contract term:	Permanent

About the Role

We are offering an exciting opportunity for applications for our Assistant Site Manager post. You will work with our outstanding Site Team to help maintain the high standards that they are known for. Charlton School is a proud member of the thriving Learning Community Trust, who currently boasts several secondary, special and primary schools across Shropshire.

You will be expected to provide hands on support, be practically capable and be able to undertake many site related tasks. If you feel you have the appropriate skills, we would love to hear from you.

The job is full time, and you will automatically be signed up to the Shropshire Local Pension Scheme, one of the leading pension providers for members of support staff working in schools. Not only that, but you will be entitled to 25 days holiday initially, increasing to 30 days, as your career with us progresses. There may be from time to time, opportunities to work additional hours, and these are paid at time and a half and double time. (NB overtime is not guaranteed).

The daily working pattern (7.4 hours a day) is to be confirmed, but these will be confined to between 8.45am and 7.00pm. To be discussed at the interview.

As a working member of the Learning Community Trust, you will be entitled to a discount membership at The Circle, the fitness and pool facility that is based at Hadley Learning Centre.

This position has been created with a view that for the right successful candidate, this role could eventually lead to the person being promoted to Senior Site Manager and forms part of our Site Team succession planning process.

Please contact the Operations Manager, Mrs Thomas-Clemson for more information, including if you would like to visit the school.

Closing date for applications: Wednesday 7th February 2024
Interviews Week Commencing: 12th February 2024

Application forms and further information is available from the school website www.charlton.uk.com . Alternatively, you may contact Rachel Proctor rachel.proctor1@charlton.uk.com or call 01952 386806.

The appointment will be subject to enhanced DBS clearance (including a check on the children's barred list for those working in regulated activity) for the successful applicant. An internet search will also be carried out as per our Safeguarding Policy. Our safeguarding policy can be accessed [here](#).

We are committed to Safeguarding and promoting the welfare of children. We follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. We are also committed to Equality and Diversity. Sorry but CV's will not be accepted.

CHARLTON SCHOOL

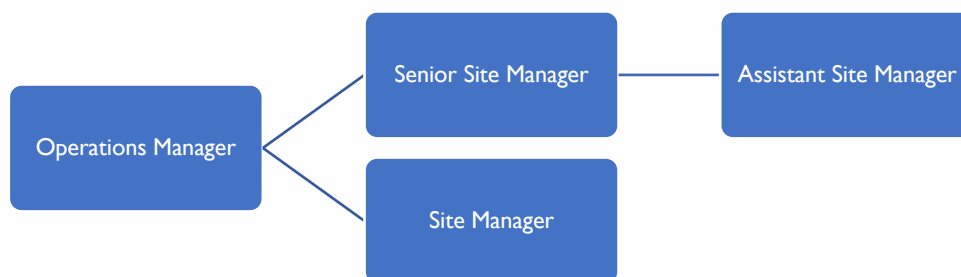
POST:	Assistant Site Manager
RESPONSIBLE TO:	Senior Site Manager
SALARY:	NJC Scale 4 (Points 7 – 11)
HOURS:	37 a week full time
CONTRACT:	Permanent

About the team

The school site team currently comprises of an Operations Manager, Senior Site Manager and Site Manager. They are committed to maintain the school and its grounds to the highest possible standards. They are support by the Chief Operating Officer for the Learning Community Trust, who holds the Charlton site team in high regard. The site team operate as a close team, and a flexible approach is a key to their success. As a team they are very hands on, practically capable and undertake many different tasks in house. They take full responsibility for the building including the day to day mechanical and electrical services, alarm systems, decoration, general maintenance, cleaning, and grounds maintenance to name a few.

Like all members of the school community, the site team wear their provided uniform with pride and like nothing more to hear praise from visitors about the condition of our building and grounds.

Structure



Purpose of the Job

To provide support to the Site Team with tasks including work relating to facilities maintenance, housekeeping, general repairs and Health and Safety, as expected in a large secondary school. You will be expected to assist with projects and the general upkeep of the fabric of the school. A flexible approach is important, as you will also be a key holder and have some responsibility for site security, and in the absence of the Senior Site Manager or Site Manager, you will be expected to open and close the school.

Key duties and responsibilities

- To report daily to the Senior Site Manager or the Site Manager in their absence
- To work closely with the other members of the Site team and support them with the daily safety checks
- To ensure that the building and whole school site is clear of litter, including daily clearing of recreational areas, and deal with any unpredicted hazards such as broken glass, animal fouling and fallen branches etc
- To carry out litter picking at certain intervals during the day and be responsible for the collection of fallen leaves (there is a leaf collector that can be used)
- Support with general monitoring and maintenance of cleanliness of toilets (outside of cleaning contract hours) and the replenishing of toilet rolls
- Deal with spillages including bodily fluids etc taking the correct H&S and hygiene precautions
- Empty sanitary bins on a weekly basis
- Carry and use a school radio to respond quickly to calls from the Site Team or other staff
- Assist the Site Managers as required with manual work, testing alarms and undertake general repairs and maintenance inside and outside of school
- Be able to respond to callouts to the site night and day on a rota
- Be able to chaperone contractors from reception, ensuring they have signed in correctly and are wearing a visitors' badge
- Provide a portage service for deliveries to school reception quickly and efficiently. Meet deliveries at the rear service yard and ensure that all supplies are correctly received and distributed throughout the school

- To be flexible regarding working hours (cover other team members during periods of absence, out of hours School activities, support the team dealing with alarm call outs)
- Support Site Team with school events such as open evenings, parent evenings and exams
- Be able to assist school events, for example, the construction of scenery for school productions
- Full training and support, either through the team or externally will be provided to fulfil these duties
- To attend identified training as appropriate and as directed by the Senior site manager or Business & Operations Manager
- To support the Site Team during the school holidays, such as painting, general repairs and maintenance and key holder duties
- Be prepared to take your holidays in line with the Site Team to ensure the school is operational and supported at all times
- Any other duties as directed commensurate with the role

Person Specification

- To be able to work at heights (training given) - Essential
- Hold a full clean UK driving licence - Desirable
- General knowledge of computer use – Essential
- Experience in using hand power tools including drills, grinders and saws etc – Essential
- Have a basic understanding of Health and Safety and COSHH - Desirable
- Be a quick thinker and able to multi-task - Desirable
- To be able to work outside - Essential
- Capacity to work in addition to their normal working hours, which might include evening and weekends depending on the needs of school - Essential
- To be able to work as part of a team and independently if required – Essential
- Be prepared to undertake all relevant training essential to the role – Essential
- Be interested in taking on more responsibility as the role progresses – Desirable
- Have a positive personality and a good sense of humour - Desirable



ACADEMY APPLICATION FORM

Completing the Application Form

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try to make sure that everyone applying for a job with this school has a fair chance. Completing an application form is the first stage in the recruitment process that may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training, which shows that you meet the requirements of the job for which you are applying. Include non-work activities that are relevant.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status.
- Please do not forget to sign the form
- If you attach additional sheets to your application form, make sure you put your name and the title and location of the post for which you are applying at the top of each page.
- We ask everyone to complete an application form so please do not send a C.V.

Remember we can only decide whom we should interview based on what is written on your application form.

Jobs Working with Children

The post for which you are applying will involve working with children. In order to ensure the safety of children, your application will be subject to rigorous pre-employment checks in line with Department for Education Statutory Guidance, Keeping Children Safe in Education.

Please read this information carefully, detach and keep these notes.

- The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
- We will also take into consideration relevant information received from any source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
- You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.

- You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
- You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.

Criminal Record Checks

- This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.
- A caution or conviction will not necessarily prevent you from applying for the post. There are, however, certain offences which will prevent you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences.
- You will be required to complete a self-declaration form in relation to any criminal convictions if you are shortlisted for the post and invited to interview. This must be submitted prior to the interview, failure to do so could result in the offer of an interview being withdrawn.
- At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Prior to any offer of employment being made you will be required to complete a Disclosure Application Form. Once completed this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and issue you with a DBS certificate. They will also send a notification via the online DBS system to Telford & Wrekin Council and the school to confirm whether this check is clear or not. You will still be required to bring in your original certificate to the school for verification.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

For disclosure information and services please visit the DBS homepage on their web site www.homeoffice.gov.uk/dbs.

If you do take up employment it is necessary for you to inform the Headteacher of any cautions, bind overs or convictions you sustain during the subsequent course of your employment.

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE BARRED FROM WORKING WITH WORKING WITH CHILDREN.

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018)

We are collecting Personal Identifiable Information to enable us to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1) b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2) b).

If you are successful and subsequently appointed this information will be used for the purpose of:

- contractual obligations as an employer
- to keep you informed on matters relating to your employment
- detection and prevention of fraud and over payments from the public purse
- completion of statutory returns
- improving the management of its workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling monitoring of protected characteristics to support compliance with the Equality Act 2010
- supporting the work of the School Teachers' Review Body, if you are a teacher

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with us, we will retain this information for the period of your employment and following 6 years following the end of your employment. If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time of applying, once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

We will not share any Personal Identifiable Information collected with external organisations unless, excluding our HR & payroll Provider or unless required to do so by law.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

Equal Opportunity Monitoring

To ensure we meet our commitments in relation to Equal Opportunities we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the Monitoring Form attached to the application form fully.

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school directly.

Whatever the outcome of your application, thank you for the interest you have shown in working us.



EMPLOYMENT APPLICATION FORM FOR ALL STAFF

Please complete the relevant parts of this form

Apley Avenue, Wellington, Telford, TFI 3FA Tel: 01952 386800 Fax: 01952 386805
E-mail: school@charlton.uk.com www.charlton.uk.com

3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title	
Employer and Address: Tel. No. May we contact you on this number?	Date appointed: Date left (if applicable): Reason for leaving:
Present wage/salary £ Please specify type and value of any allowance included in the above	Notice required/date available for employment

4. PREVIOUS EMPLOYMENT/EXPERIENCE

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

5. GAPS IN EMPLOYMENT

Please detail below any gaps in your employment or education

6. SUPPORTING STATEMENT

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.'s are not accepted and if included will not be forwarded to the shortlisting panel.

6. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the school directly. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

*Please indicate if this is a work or personal referee.

<p>1. Name Address</p> <p>Tel. No. Email: Occupation Work/Personal*</p>	<p>2. Name Address</p> <p>Tel. No. Email: Occupation Work/Personal*</p>
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7. OTHER INFORMATION

Are you, to your knowledge, related to any employees or member of the schools Governing Body or Trustees?

If yes, please give details:

Name	Relationship
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Criminal Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#).

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children. The panel may ask you specific questions about any information obtained via this online search if appropriate. All information given/obtained will be treated as strictly confidential and will be stored securely.

8. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant

Date

For office use only

Reason for not shortlisting:

Reason for not appointing:

IN ORDER FOR US TO MONITOR OUR COMMITMENT TO EQUALITY OPPORTUNITIES PLEASE COMPLETE THE FORM OVERLEAF

EQUAL OPPORTUNITIES MONITORING FORM

In order to measure the effectiveness of our commitment to Equal Opportunities, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes.

This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don't want to.

Please complete in **BLOCK CAPITALS**

Post Title:.....**Job Reference:**.....

Full names (including name and surname(family name):**Mr/Mrs/Miss/Ms/Dr/Other**.....

What is your date of birth? __ / __ / ____ **What is your gender?** Male ☐ Female ☐

Do you have any long-standing illness or disability that limits your daily activity?

Yes ☐ No ☐ Rather not say ☐

Are you caring for someone who has a long-standing illness or disability that limits their daily activities?

Yes ☐ No ☐ Rather not say ☐

Do you belong to any particular religion or hold particular beliefs?

Christian ☐ Hindu ☐ Muslim ☐ Sikh ☐ Other (please state) No religion ☐

Rather not say ☐

What is your ethnicity (please tick ✓)?

White		Mixed/multiple ethnic groups		Asian/Asian British		Black/African/Caribbean/Black British		Other ethnic group	
English/Welsh/Scottish/Northern Irish/British		White and Black Caribbean		Indian		African, please write country of origin		Arab, please write country of origin	
Irish		White and Black African		Pakistani		Caribbean		Chinese	
Gypsy or Traveller		White and Asian		Bangladeshi		Any other Black/African/Caribbean/Black British background, please write in		Any other ethnic group, please write in	
Polish		Any other mixed/multiple ethnic background, please write in		Any other Asian background, please write in					
Any other white background, please write in									

What is your sexual orientation? Straight/heterosexual ☐ Lesbian/Gay ☐ Bi-sexual ☐ Rather not say ☐

Would you describe yourself as trans-gender? Yes ☐ No ☐ Rather not say ☐

Are you an agency worker? Yes ☐ No ☐

Are you currently employed by Telford & Wrekin Council? Yes ☐ No ☐

If YES please enter your employee number.....

How did you find out about this vacancy?.....