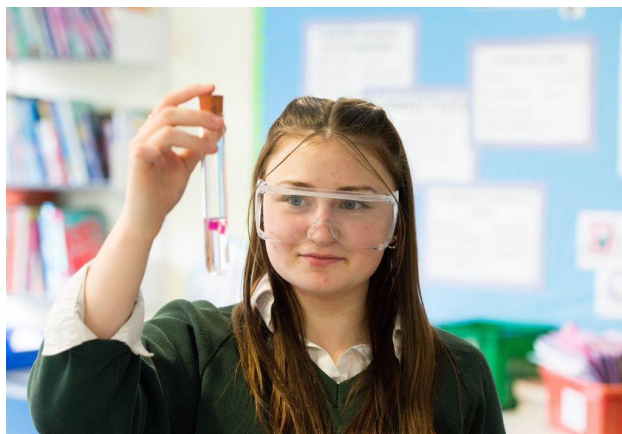




KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:

Local Government Pension Scheme (18% employer contribution).

Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).

Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.

Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:

Free, confidential 24/7 support and counselling.

Flexible working options and well-being initiatives.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.

Free ample onsite parking.

Membership discounts at leisure centres.



Community and Additional Opportunities

Collaborative and supportive staff culture.

Lunch duty opportunities:

Hourly pay of £12.26 plus a free meal.

Some of these offers are subject to conditions and may change. See provider for full details

Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

At King James's School, our core values—*Ready, Respectful, and Engaged*—are at the heart of everything we do, shaping the attitudes and behaviours of our students and staff alike. Guided by our vision "*To set no limits on what we can achieve*," we foster a culture of high aspiration and continuous growth. As a school grounded in unconditional positive regard, we believe that strong, respectful relationships form the foundation of effective learning and personal development. Our relationship-based approach ensures every student feels valued, supported, and empowered to thrive, while our staff are committed to nurturing an inclusive and inspiring environment where everyone can succeed.

We have plenty of skills and qualities that we consider important, but we also have a lot to offer to prospective candidates. First and foremost, the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but the vast majority are well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school; the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire is not just a great place to teach, it is a great place to live.

The extra-curricular life of the school is rich. Most staff who work here involve themselves in it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward-facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND, alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time, we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

We believe in collaborative working with other schools. We are proud of the relationships that we have fostered, including taking the lead role within the White Rose Alliance for School Direct. We are also federated with another local school, Boroughbridge High, for whom we provide 6th form provision and some non-teaching support.

Thank you for considering King James's School and we look forward to receiving your application.

Paul McIntosh
Acting Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Site Operative

Full Time (would consider Term Time Only)

37 hours per week

£24,796 - £25,989 per hour

King James's School is offering the exciting opportunity to work within our vibrant, modern school. We are looking for a Site Operative to support with ensuring the general maintenance of the site. The expected hours are 9am – 5pm with a 30 minute unpaid lunch break.

The role's purpose is to ensure a safe, secure, welcoming environment for staff, students and site visitors. Your responsibilities will include; ensuring the site is safe & clean, undertaking general portering duties whilst on site, receiving deliveries to the site and assisting with cleaning duties as directed.

You will have a helpful and friendly manner, friendly approach, eye for detail and be self-motivated and able to work independently. Whilst experience within a school environment will be beneficial, full training can be provided.

We offer a competitive salary, generous holidays (starting at 28 days plus bank holidays), access to a contributory local pension scheme and other additional staff benefits. The usual working times will be 9am – 5pm but flexibility would be required to cover colleagues' absences as needed. The working pattern would be Monday to Friday (during term-time you may be offered overtime, including weekends).

We take pride in our open, friendly ethos and are committed to high quality professional development. You will be directly supporting our Site Manager as part of a highly committed site team.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post

For an application form please visit our school website.
Completed applications must be submitted via email to:
recruitment@king-james.co.uk and be received by:

by **Thursday 23rd October, 3:00pm.**

Please note, CV's will not be accepted



Information on the Site

The school occupies an extensive site on the York Road into Knaresborough. Over the years we have invested heavily in providing the best quality facilities for teaching and learning.

In September 2019 we opened our brand new dedicated 6th Form block.

We have a purpose-built block which caters for all aspects of Technology, as well as the Creative Arts. The school's sports facilities feature extensive playing fields, a sports hall, two gymnasias, a fitness suite, a pavilion, an all-weather pitch and nine tennis and netball courts. The school regularly hosts area and county competitions in all sports. We have a strong partnership with Knaresborough Tennis Club, which is based on the school site with newly refurbished floodlit courts.

The 3G artificial grass floodlit football pitch opened in February 2020 and is extremely popular with Junior Football Clubs in the area as well as many other community groups.



How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to:
recruitment@king-james.co.uk and be received by **Thursday 23rd October, 3:00pm.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

KING JAMES'S SCHOOL, KNARESBOROUGH

076514

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Site Operative

<i>Responsible to:</i>	Site Manager Business Manager Head Teacher
<i>Salary NYCC Band:</i>	Grade CD
<i>Full Time/Part Time:</i>	Full Time
<i>Hours:</i>	37
<i>Full Year/Term-Time Only:</i>	Full Year (would consider term time only)
<i>Job Evaluated Date:</i>	2014

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

POST: Site operative	
GRADE: Grade CD	
RESPONSIBLE TO: Site Manager/Business Manager/Head-teacher	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 4
JOB PURPOSE:	To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.
JOB CONTEXT:	The site team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school. The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe. This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. An ability to fulfil all spoken aspects of the role with confidence through the medium of English
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	• To ensure the security of the building and site, undertaking daily security checks, • Act as a designated key holder, providing response to emergency calls. • Locking and unlocking of buildings at pre-determined times • To monitor the heating system and report any faults to their Manager • To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow. • To undertake general portering duties whilst on site to include moving furniture & equipment on site • Receive deliveries to the site • To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings • To assist with cleaning duties as directed. • Collect and assemble waste for collection
Communications	• Communicate effectively with other members of staff and pupils within the school. • Welcome contractors onto the site and check clearances
Resource management	• To participate in the training and development and performance management processes within the school

	• Store equipment and products safely and securely • Ability to carry out informal risk assessments on buildings to identify faults/hazards • Order, stock control and store cleaning and caretaking equipment and products safely and securely
Safeguarding	• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	• To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately
Equalities	• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

PERSON SPECIFICATION

JOB TITLE: Site Operative

Essential upon appointment	Desirable on appointment
Knowledge • Awareness of Health & Safety • Ability to read and write	• Ability to use tools for making minor repairs
Experience • Experience of undertaking general cleaning duties • Experience of carrying out minor repairs	• Experience of working as part of a team
Occupational Skills • Able to work with minimum supervision. • Self-motivated • Punctuality • Flexible approach • Attention to detail • Ability to manage time effectively to complete tasks to a high level. • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills	
Qualifications	
Other Requirements • Ability to carry out general caretaking and cleaning duties as detailed in the Job Description. • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	
Behaviours	<u>Link</u>

NB – Assessment criteria for recruitment will be notified separately.