



Caretaker Application Pack



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Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust



Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role



- Post:** Caretaker
- Location:** Northfield St Nicholas Primary Academy, St Margaret's Road Lowestoft Suffolk NR32 9HN
- Employer:** Reach2 Academy Trust
- Hours:** 28 hours per week, all year round (0.75 WTE)
- Salary:** NJC Scale point 4 (£18,933 FTE, £14,327 actual salary per annum)

About the Role:

Northfield St Nicholas Primary Academy is looking for a diligent, hardworking and flexible caretaker to join our Maintenance Team. You will support the team by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties such as portering, cleaning and general maintenance. You will be enthusiastic, energetic and have an eye for detail in helping keep our site and building in good shape.

You will be required to use your initiative to resolve maintenance issues and support the team to keep our school in tip top condition, safe and secure for all our children and staff.

This role is working 28 hours per week in the following pattern;
Monday to Thursday 12pm – 6pm (with a half hour unpaid break)
Friday 7.30am – 9.30am & 2pm – 6pm
All year round contract (52.14 weeks)

To discuss this opportunity further please contact Iain Owens, Headteacher on iain.owens@nsnacademy.com to arrange a conversation.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an Enhanced DBS with Child Barred List check and satisfactory written references.

You will be joining the REAch2 Academy Trust, a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

In return for your commitment we offer a starting holiday entitlement of 23 days (+ 8 bank holidays) pro rata for part time which increases after 5 years service.

The application

Please download an application form from our [vacancies website](#) and return to office@nsnacademy.com FAO: Iain Owens, Headteacher.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an Enhanced DBS with Child Barred List check.

The application process and timetable

Application deadline:	Monday 1 st November 2021 (09:00 AM)
School visits:	Please contact the school office
Interviews:	Friday 5 th November 2021
Contract details:	Permanent
Salary:	NJC scale point 4 (£18,933 pro rata for 28 hours)
Start date:	Immediate

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).



Job Description

Northfield St Nicholas Primary Academy

Caretaker

Grade:	NJC point 4
Reports to:	Site Manager
Responsible for:	N/A
Liaison with:	Site Manager, School Business Manager, Cleaners
Hours:	28 hours/week (Mon-Thurs 12pm – 6pm, Friday 7.30am – 9.30am & 2pm – 6pm)

Job Purpose

Support the caretaking team by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head to carry out appropriate duties within the context of the job, skills and grade.

Duties

- 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 postholder.

Security and Supervision

- To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence.

- Attempting 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).

Caretaking and maintenance

- Undertaking cleaning of allocated area(s), and secondary cleaning.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Window cleaning, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements.
- Washing and cleaning of diffusers and replacing bulbs/tubes. *(If this involves work at a high level – comments relating to equipment apply detailed above.)*
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
 - 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 such as repairing cracked or broken plaster, making good damaged walls for example, following the removal of say, shelving or similar fittings;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
 - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external. Note: Specialist contractors would be used for repairs to large window panes or double glazed units or windows at a high level Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Operating 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.

- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
- Carrying out routine procedures or checks on ancillary equipment, e.g. checking batteries, automatic pumps and areas subject to flooding.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other duties

- Testing portable electrical equipment if trained and accredited to do so.
- Assisting with the supervision and training of cleaning staff in the absence of/as requested by the Site Manager.
- Undertaking letting and related duties as appropriate in accordance with the provincial agreement.
- Preparing the school premises and site for out of school activities.
- Assisting, as required, in the completion of claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Northfield St Nicholas Primary Academy

Person Specification - Caretaker

Factors	Essential	Desirable	Assessment Method
Education, Qualifications and Training	<ul style="list-style-type: none"> • Right to Work in the UK • Completed secondary education • Current First Aid qualification or willingness to undertake training to become a qualified First Aider 	<ul style="list-style-type: none"> • Training in Health & Safety, PAT testing, working at heights, manual handling etc. • Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent 	Certificates
Experience	<ul style="list-style-type: none"> • Experience of carrying out basic DIY tasks • Experience of cleaning in a work environment • Ability to use cleaning products • Ability to operate security, heating plant and other routine building systems • Ability to undertake routine DIY tasks 	<ul style="list-style-type: none"> • Previous experience of working in a premises role in a school or public building • Proven experience in carrying out maintenance in a school or similar organisation 	Application form and selection events
Knowledge and Understanding	<ul style="list-style-type: none"> • Intermediate knowledge of ICT • Awareness of keeping children safe • Basic knowledge of Health and wellbeing, safety and child protection • Understanding of the academy's Ethos and Values • Understanding of Data Protection and confidentiality • To have an understanding of and a commitment to child welfare and safety • Ability to work in an organised manner and use initiative 	<ul style="list-style-type: none"> • Awareness of Control of Substances Hazardous to Health (COSHH) • Knowledge of legionella and asbestos testing 	Application form and selection events
Skills, abilities and personal characteristics	<ul style="list-style-type: none"> • DBS Clearance with Child Barred list check • Ability to solve problems and find solutions • Active listener 	<ul style="list-style-type: none"> • Mature attitude which inspires confidence in those you have contact with 	Application form and selection events

Factors	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> • Good communication (written and verbal) • A team player • Good basic DIY skills • Proven ability to work both as part of team and alone without supervision • Accept and respond to authority and supervision • Work with guidance, but under limited supervision • Good timekeeper, organised, motivated, hardworking • Reliable and trustworthy • Flexible attitude to work 	<ul style="list-style-type: none"> • Specific skills in the trade of plumbing, electrical and/or carpentry 	