

**Site Manager 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**

# Letter from Miss I Homer, Headteacher, Kemsley Primary Academy

Dear Candidate

Thank you for taking an interest in this role, at Kemsley Primary Academy.

Kemsley Primary Academy was opened in September 2004 and is a single form entry primary school with a nursery.

The main school can take up to 210 children, 30 in each class. The nursery is able to take 52 children for five half-day sessions of two and a half hours – 26 children in the morning and 26 children in the afternoon; many children stay all day as part of our flexible care offer and for those entitled to 30 hours provision.

Our school ethos is centred upon our values of Exploration, Resilience, Positivity and Aspiration. We firmly believe that every child has the right to fulfil their potential and that we are all life-long learners. We encourage our children to be the very best that they can be by inspiring them to try and try again. We teach them that it is not a matter of not being able to do it, it is about not being able to do it YET! We are highly aspirational for our children’s development and constantly look for new ways to engage our children or help them to experience new experiences. We achieve this through our commitment to the 11b411 project.

Outside, the grounds are laid out into separate play areas; Usually (pre-COVID19) Nursery, Year R, Key Stage 1 (Years 1 & 2) play together and Key Stage 2 (Years 3 – 6) play together although we encourage free flow around the areas at lunch times to allow the children to play together regardless of year group. The large field is ideal for games. We also have a woodland conservation area which we use for our Forest School!

We have an open door policy and value the support of parents. We are pleased to welcome parent helpers into school.

Miss I Homer

**Headteacher, Kemsley Primary Academy, 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](http://www.reach2.org)

# The role

Dear Candidate

We are looking to appoint an enthusiastic and hardworking Facilities Maintenance Technician to join our fantastic, friendly team.

If you have have experience working as a Caretaker or Site Manager, or have an interest in this role, then we would love to hear from you!

We can offer you:

* Polite and well-mannered children  
  Kind and caring colleagues  
  An  encouraging and supportive senior leadership team  
  Exciting opportunities for CPD

This is a full-time permanent appointment, consisting of split shifts, 37 hours per week. However, some flexibility will be needed. The post will be paid on KR5 (see Job Description for more details).   
  
**Visits to the school are warmly welcomed.**

To apply, please complete the application form attached, referring to the job description. Once completed, **please send your application to Miss Iris Homer, Headteacher, by Thursday 30th June 2022 by 5pm:   on email address:** [headteacher@kemsley.kent.sch.uk](mailto:headteacher@kemsley.kent.sch.uk)

**Interviews will take place on Monday 4th July 2022** and shortlisted candidates will be contacted on Friday 1st July 2022 with the time and details of the interview.

We look forward to hearing from you!

Miss I Homer

**Headteacher, Kemsley Primary Academy, REAch2 Academy Trust**

# The application

You are invited to submit an application form to **Iris Homer, Headteacher, email: headteacher@kemsley.kent.sch.uk**

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](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact **Sascha Batters, School Business Manager. Telephone 01795 428689**

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Thursday 30th June 2022 |
| **School visits:** | On request |
| **Interviews:** | Monday 4th July 2022 |
| **Contract details:** | T.B.A |
| **Salary:** | £20,178.00 FT |
| **Start date:** | T.B.A |

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](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:**  Facilities Maintenance Technician

**Salary:** KR5

**Responsible to: School Business Manager**

**Core Purpose**

Duties include security, repairs and maintenance, porterage and general and general duties relating to maintain the excellent facilities of the Academy and ensure the safety of our children, staff and visitors

**Key duties and responsibilities:**

1. Open and close the school for evening use at times arranged by the Headteacher.
2. Setting and un-setting of school alarm.
3. Register as main key holder and be the first point of contact in an emergency call-out situation
4. Overall security of the school premises including the locking of all windows and doors and the drawing of school blinds.
5. You may be called out at unsociable hours or weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or weekends
6. Security marking new equipment as required.

**General**

1. Returning to school between shifts if required.
2. Upkeep and general care of the school and its grounds.
3. Ensuring that external rubbish is stored appropriately for collection.
4. Cleaning and tidying of the internal school building in designated areas.
5. Sweep yards, pick up litter and be responsible for the removal of all debris from paths, grassed areas, flowerbeds and all entrances.
6. General maintenance and minor repair work including: doors, windows, toilet seats and flushes, furniture, tap washers and some painting of doors and walls. (This list is not exhaustive, but an example)
7. General portage duties and moving of furniture.
8. Assisting staff with simple tasks as requested.
9. Checking for damage/ security every morning on arrival at the premises.
10. Lettings as required- opening, closing and general duties.
11. Routinely clean lamp shades and light diffusers
12. Ensure that clear passage is maintained on fire escape routes.
13. Test fire alarms weekly. Maintain test register
14. Report any defects of building, furniture, fittings and equipment to the Business Manager.
15. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
16. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
17. Arrange emergency repairs.
18. Arrange regular maintenance and safety checks.
19. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
20. Monitor materials and stock and/order supplies.
21. Undertake general portage duties, including moving furniture and equipment within the school.
22. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
23. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.

**Grounds Maintenance**

1. Daily check of school buildings for loose tiles, loose drain pipes, plant growth etc.

2. Make safe any hazards and ensure that the area is cordoned off.

3. Keep paths, entrances free of ice and snow to ensure the safety of children, parents, staff and visitors.

**Organisation**

1. Noting, monitoring and reporting any defects in the school buildings to the Business Manager and Headteacher.

2. Undertake the day-to-day supervision of contractors working on site – reporting any concerns issues to the Business Manager.

3. Completion of site diary.

**Heating, Lighting and Water**

1. The switching off of all lights and appropriate electric plug sockets

2. Ensure that all lights and heating are working effectively

3. Turing off and on of auto-flushing units each evening and morning respectively during school time and holiday periods.

4. Read gas, electric and water metres as required.

5. Monitoring and setting of heating controls and boilers.

6. Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.

7. Ensure that the boiler house is tidy and safe.

8. Using the appropriate PPE, replace repair fluorescent tube starters and fluorescent tubes.

9. Any other work requested by, and deemed appropriate by, the Head Teacher and Business Manager.

**Person Specification:** Premises Facilities Maintenance Technician

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your application form and supporting statement in the person specification, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

|  |  |  |  |
| --- | --- | --- | --- |
| Factors | Essential | Desirable | Assessment  Method |
| Education, Qualifications and Training | * Current First aid qualification or willingness to undertake training to become a qualified First Aider | * Completed secondary education * Training in Health & Safety, PAT Testing, working from Heights * Level 2 NVQ in Literacy and numeracy or GCSE Grade C Equivalent | Certificate |
| Experience | * Experience of carrying out basic DIY tasks | * Previous experience of working in a premises role in a school or public building * Experience of cleaning in a work environment * Proven experience in carrying out maintenance in a school or similar organization * Understanding of heating and electrical systems | Application form and selection events |
| Knowledge and  understanding | * 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 * Lone working | * 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 | * Ability to solve problems and find solutions * Active listener * Good communication (written and verbal) * A team player * Highly motivated * Good basic DIY skills * Proven ability to work both as part of a team and alone without supervision * Accept and respond to authority and supervision * Work with guidance, but under limited supervision * Good timekeeper, organized, motivated hardworking with a sense of humour * Reliable and trustworthy * Flexible attitude to work | * Mature attitude which inspires confidence in those you have contact with * Specific skills on the trade of plumbing, electrical and /or carpentry | Application form and selection events |