



EXCEPTIONAL OPPORTUNITIES FOR LEARNING

Premises Assistant

# Application Pack



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# Letter from Catherine Paine, 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.

**Catherine Paine**

**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](http://www.reach2.org)



<b>Post:</b>	<b>Premises Assistant</b>
<b>Salary:</b>	<b>Salary negotiable dependent on experience. £22575 - £24684 pro rata for the number of hours and weeks worked.</b>
<b>School/location:</b>	<b>The Robert Fitzroy Academy, Croydon</b>
<b>Job start:</b>	<b>As soon as possible</b>
<b>Hours:</b>	<b>27.5 hours per week – 1.00 – 6.30pm Monday to Friday</b>
<b>Contract Type:</b>	<b>Term time only 39 weeks per year (this includes 5 INSET days)</b>
<b>Contract Term:</b>	<b>Permanent</b>

An exciting opportunity exists for a qualified and experienced individual to take on the role of Premises Assistant in our school.

### **Who are we?**

The Robert Fitzroy Academy is part of the REACh2 Academy Trust. It is a school with high expectations. Our fundamental belief is that the whole child is the whole point. It is our goal to create a school where children can achieve academically but also flourish as citizens of the world.

### **What we are looking for:**

Our building and grounds are very well maintained, and we need you to ensure our high standards continue. We are a 3-form entry school based on the outskirts of Croydon close to Woodside Green and South Norwood. We currently have 600 pupils. We are looking for a committed and reliable individual to assist our Premises Manager. A degree of flexibility will be required as the hours will be based on the schools needs on a day-to-day basis. This role may also involve opening/closing at the weekends for our lettings.

### **In particular successful candidates should have:**

- A knowledge of health & safety requirements including those relating to on-site contractors.
- Knowledge of legislation relating to such areas as; asbestos control, fire prevention, water testing etc.
- Competency in repairs and DIY
- Good levels of numeracy and literacy
- Good ICT skills

### **You should be:**

- Forward thinking and willing to adapt to the changing needs of the school.
- Confident to use your own initiative when required
- Work with minimal supervision

### **What can we offer you?**

- An active school community with supportive parents.
- An award-winning learning environment.
- Excellent professional development opportunities.
- A supportive working culture that focuses on positive learning behaviour and high expectations for all children.
- The chance to work with a supportive family of schools (REAch2 trust) who share the same passion for primary education.

### **Want to come and see us?**

Visits to school are warmly welcomed. Please contact the school office –by email [ask@robertfitzroyacademy.org](mailto:ask@robertfitzroyacademy.org) to make an appointment with our Premises Manager. Please note school is closed for the summer however the school email will be checked throughout this period.

### **Find out more**

Our website [www.robertfitzroyacademy.com](http://www.robertfitzroyacademy.com) is full of information about our school.

### **Key Dates**

Closing date for applications is: 12pm Monday 5<sup>th</sup> September

Interviews will be held on: Dates to be confirmed

Full details of the interview process will be emailed to successful candidates, please ensure we have the correct email address.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we would recommend that you submit your application as early as possible.

Please note we are unable to accept CV's.

Only successful candidates will be notified.

### How to apply:

Please send completed application forms to:

Debbie Tapson  
The Robert Fitzroy Academy  
80 Brampton Road  
Croydon  
CRO 6JN

Alternatively, you can email a signed copy of your completed application to:

Deborah.tapson@robertfitzroyacademy.org

RFA is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. This post is subject to an Enhanced DBS with Child Barred List Check. Applicants who have lived or worked overseas for more than six months in the last 10 years will be required to obtain a Certificate of Good Conduct.

### The application process and timetable

<b>Application deadline:</b>	12pm Mid Day 5 <sup>th</sup> September 2022
<b>Interviews:</b>	To be confirmed
<b>Contract details:</b>	Permanent
<b>Salary:</b>	£22575 - £24684 negotiable dependent on experience
<b>Start date:</b>	As soon as possible

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

<b>Responsible to:</b>	Premises Manager
<b>Responsible for:</b>	Small team of cleaners/Cleaner in Charge (Delete as appropriate)
<b>Role Purpose and Role Dimensions:</b>	<p>Liaising daily with the Head Teacher/Site Manager/Premises Assistant on caretaking issues, supervise the cleaners and the cleansing service of the school. Ensure the security of the school premises. Assist in the maintenance any machinery or plant within the school. Help maintain the internal and external fabric of the schools premises as a safe working environment.</p>
<b>Commitment to Diversity:</b>	<p>As a member of the school community to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.</p>
<b>Key External Contacts:</b>	<ul style="list-style-type: none"> <li>▪ Contractors and suppliers</li> <li>▪ Facilities providers.</li> <li>▪ Parents</li> <li>▪ General public</li> </ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"> <li>▪ Head teacher/ Site Manager/Caretaker</li> <li>▪ Cleaners</li> <li>▪ Staff</li> <li>▪ Pupils</li> </ul>
<b>Financial Dimensions:</b>	<ul style="list-style-type: none"> <li>▪ Responsible for hand tools, equipment such as lawn mowers, floor buffers, vacuum cleaners and other small machinery.</li> </ul>
<b>Key Areas for Decision Making:</b>	<ul style="list-style-type: none"> <li>▪ Ensure adequate cover is available during own or team members absence.</li> <li>▪ Ensure that vital information such as cleaning rotas and site keys are available for staff as required.</li> </ul>

## Responsibilities

### Management and Supervision

#### This will involve:

- The Premises Assistant will report to the Premises Manager on any failure to meet the required cleaning standards.
- Dealing with enquiries from staff, pupils, parents and the public.
- Supervision of cleaning staff to maintain effective working relationships, to ensure good timekeeping, dealing with minor grievances and problems and ensuring work schedules and standard are maintained.
- Assist in the undertaking of the annual fire risk assessment
- Attend training courses where appropriate
- Occasional care and feeding of school pets during holiday times.
- Occasional watering of plants.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

### Security

#### This will involve:

- Open and close school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance, emergency services.
- Check weekly the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.
- Liaison as necessary with emergency services including the calling of the services as appropriate.
- Report acts of vandalism to the Head Teacher where necessary.
- General site supervision, including prevention of trespass, ensuring that unauthorised parking does not occur, and in, conjunction with the Head Teacher, ensuring the safe use of the school site at all times.

## **Heating**

### **This will involve:**

- Check and control system function, including frost precaution procedures.
- Maintain stock levels as required including ordering and receipt of supplies.
- Vent heating system as required.
- Oil and grease pumps, clean all external parts of system including tops of burners as required, with due regard to safety requirements including isolation of plant as required.
- Report all defects to the Premises Manager.
- Change filters as appropriate.

## **Energy Conservation**

### **This will involve:**

- Reading, recording and reporting all meter readings as required by the School Business Manager or Premises Manager.

## **Emergencies**

### **This will involve:**

- Cleaning sickness, etc and spillage's as required.
- Ensure all bursts, leaks, flooding, fires and breakages are dealt with promptly and safely as appropriate.
- Ensure all electrical and gas emergencies are dealt with promptly and safely as appropriate.
- Ensuring access, assist and secure premises for all emergencies services as necessary.

## **Lettings**

### **This will involve:**

- Performing all the above when required being on duty to ensure effective lettings; ensuring areas are cleaned as required in accordance with the Local Education Authority's arrangements.

## **Internal Maintenance**

### **This will involve:**

- Reporting all defects which require specialist repair.
- Visually inspect electrical fittings and report defects as required. Replace bulbs, fluorescent fittings, shades and domestic fuses as required.
- Regularly inspect all plumbing and report/repair defects as appropriate.
- Regular measurement of water temperature re : prevention of Legionella.
- Synchronise all clock, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate (excluding electrical equipment).
- Subject to the requirements of Health and Safety and the use of proper equipment, touch up decoration on any area agreed as reasonable with the Premises Manager
- Be responsible for the supply and availability of hygiene materials as required.
- Receive and move supplies to various parts of the building as appropriate.
- Remove or obscure all graffiti as required by the Premises Manager/Head Teacher.

## **External Maintenance**

### **This will involve:**

- To maintain cleanliness and general tidiness of all external areas, and empty litter bins daily.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- Clear leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt, etc. Order any necessary de-icing materials.
- Inspect all outside areas for hazardous materials. Consult with Premises Manager for the best method of removal.
- Maintenance of school gardens including planting bulbs etc.

## School Cleaning

### This will involve:

- Where cleaning is undertaken by direct labour or contractor, ensure that the school is cleaned to the agreed specification. Report any issues to the Premises Manager.
- In accordance with the schedule laid down, check regularly that the barrier matting is serviceable and that routine maintenance (dust bags, filters, etc) of buffers, sprayers, etc is undertaken.
- In areas where the Premises Assistant undertakes a proportion of cleaning, undertake the cleaning of those areas as directed by the Head Teacher.
- Daily disinfection of water fountains.

## Green Statement

### This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

## Data Protection

### This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

## **Confidentiality**

### **This will involve:**

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Equalities and Diversity**

### **This will involve:**

The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

## **Safeguarding**

### **This will involve:**

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

## **Customer Care**

### **This will involve:**

- Able to demonstrate a commitment to the School/Academy's Customer Care Policy.

## **Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## **To contribute as an effective and collaborative member of the School Team**

### **This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.

## Person Specification

### Essential knowledge:

- An understanding of basic health & safety requirements.
- To communicate clearly to all sections of the school community both verbally and in writing.

### Essential skills and abilities:

- D.I.Y. skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system.
- Ability to assist in the training and induction of new cleaning staff.
- Understanding of the principles of health & safety in a school environment including COSHH.
- Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload.
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Ability to carry out a range of administrative tasks, including stock taking.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school.

### Essential experience:

- Experience of current cleaning materials/methods/appliances.
- Take part in the school's performance management system.

### Special conditions:

- Enhanced DBS Check