

**Cluster Surveying Partner Application Pack**

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**Letter from Cathie Paine, Chief Executive Officer**

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.

Employees 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.

**Cathie Paine**

**CEO**

# Our Touchstones

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

**Cluster Surveying Partner at REAch2 Academy Trust**

REAch2 Academy Trust is currently looking to appoint a highly motivated and experienced Cluster Surveying Partner to join our existing team of Cluster Surveying Partners and work with our schools in the Reading area and to be part of the wider REAch2 Estates Team.

**The successful candidate will be responsible for:**

High quality building and estate maintenance surveying and the project management of the associated improvement projects.

**The successful candidate will be:**

* Educated to HNC/D level or hold appropriate professional qualifications.
* Be highly motivated with the ability to pick up new skills quickly
* Have extensive, proven and demonstrable experience in the assessment of maintenance requirements, along with the production of associated cost estimates, technical detailing, tendering, contract administration and project management
* Proficient in using the National Building Specification
* Have practical knowledge, experience and understanding of school building projects

**Additional skills:**

* A full driving licence and access to a car is essential to the post.
* Possess good interpersonal and presentational skills.
* Will be able to develop and maintain positive relationships with headteachers and academy staff through regular, timely and effective communication.
* Well organized, efficient and able to work as part of a team as well as on their own initiative
* The ability to use AutoCAD would be a distinct advantage.

Prior experience of ME projects would be an advantage, but is not essential.

**Background Information about the Trust**

Founded in 2012, REAch2 Academy Trust is the largest primary-only academy trust in the country. We currently support 60 primary academies across England, all of whom share our mission to provide the best possible education for our young people.

At the heart of this mission is the unshakeable belief that every child deserves a rich, rewarding, education, regardless of their background or geographical location. Our schools offer exceptional teaching from staff who make sure children get the best possible experience. Whether inside the classroom or extra-curricular activities, we offer pupils a comprehensive schooling which helps to shape the people they will become.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website.

The REAch2 Trust is committed to raising standards and achieving excellent 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. Bushbury Lanr Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Jon Collinson, Head of Estates** using [**recruitment@reach2.org**](mailto:recruitment@reach2.org)

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[**recruitment@reach2.org**](mailto:recruitment@reach2.org)

## The application process and timetable

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| **Application deadline:** | Tuesday 26th March 2024 at midday – We reserve the right to end the recruitment process early, should we receive an appropriate field of applications. |
| **Interviews:** | TBC |
| **Contract Details:** | Permanent, full-time |
| **Salary:** | £42,403 (SCP 34) to £48,478 (SCP 40) per annum FTE depending on experience |
| **Start date:** | As soon as possible |

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 those who work in an academy 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 our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience 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 six months after the decision has been communicated, 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 information 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: Cluster Surveying Partner**

**Responsible to:**

Head of Estates and Facilities (and Project Surveyor - coordination and support role)

**Location of role:**

Mobile Worker

**About the Role**

The Cluster Surveying Partner will be accountable to the Head of Estates and Facilities (and the Project Surveyor in his / her coordination capacity) for ensuring high quality building and estate maintenance surveying, condition surveying, preparation of maintenance plans, cost estimates, statutory compliance and the delivery of associated minor capital improvement projects to meet the needs of the Trust on an individual school basis and to proactively support schools in maintaining their buildings and wider school environment in a safe and compliant manner.

**Key Responsibilities & Demands**

* Assessment of all maintenance and condition requirements within a designated clusters of REAch2 Academies.
* The production of associated cost estimates for the identified maintenance requirements.
* Supporting the production of short, medium and long-term maintenance plans for cluster academies.
* Liaison with the Estates Team and to support with the production of Cluster and Trust-wide assessments and reports.
* Technical design, specification, tendering, contract administration and project management of minor capital projects including management of / liaison with contractors and consultants all in accordance with the established Estates Project Checklist and standard Contract Management Documents - this to include supporting the production and maintenance of the Estates Approved Contractors List.
* Close liaison with academies to provide professional estates guidance and support to the individual site-based teams.
* Within a designated cluster/s of REAch2 Academies; participate in and support a process of collaborative and effective communication and sharing of good practice between Academies - this to include supporting Cluster Boards, advising on cluster risk management issues and attending Operational Success Workshops.
* Play a fundamental part in implementing and delivering the Estates Core Offer / SLA including wider issues of supporting Ofsted Inspections and supporting Trust Transformation Schools.
* Issuing of appropriate records of advice / guidance provided to Academies via the Estates Advisory Notice System.
* Support individual Academies in terms of statutory compliance and term-maintenance including carrying out periodic audits of same in conjunction with the Compliance Officer.
* Support individual Academies with their own school-self-delivered projects alongside general implementation of the Estates Project Consent System - support the Project Surveyor in the auditing of compliance relating to those projects.
* Support schools, where requested, in relation to appointment and induction of new premises staff.
* Representing the Estates Team, as and when appropriate, on site, at meetings and in communications with all external stakeholders (e.g. Local Authorities, Loss Adjustors and HSE) and internal stakeholders (e.g. Head Teachers, SBM’s, Site Managers and Trust Central Team).
* Providing a support or deputising function to the Project Surveyor, as and when appropriate, in respect of major capital projects (including Central and / or Local Government funded major capital projects) at REAch2 Academies - this to include to support to stakeholders, Programme Team and Academies by means of attendance at relevant meetings, assisting with snagging and defects and the supporting the seamless integration of new schools, conversions and transfers into the existing Trust portfolio as directed by the Project Surveyor and / or Head of Service.
* To ensure that projects are carried out within approved budgets and agreed time scales.
* Monitoring the expenditure of delegated maintenance budgets in relation to a designated cluster/s of REAch2 Academies - this to include general administration and support in relation to processing purchase orders, invoices, valuations and payment certificates etc.
* Promoting and developing the highest quality of design and constructional standards of building with particular emphasis on current best practice, value-for-money and cost-in-use whilst ensuring compliance with REAch2 policy, current legislation and codes of practice.
* Obtaining at the appropriate time, all necessary statutory, REAch2 and other approvals by preparing documentation / drawings for all relevant Planning, Building Regulation and other statutory approvals along with landlord’s consent as required.
* Ensuring that all projects comply with the design guidance and controlling regulations of the appropriate Government Departments and statutory advisory bodies’
* Effective liaison with representatives of the aforementioned bodies.
* Actively pursuing the attainment and practice of the REAch2 Inspiration Ltd key business objectives and shared values.
* Comply with all REAch2 Health, Safety and Welfare Policy including risk assessment procedures and specific health & safety responsibilities relating to construction projects, e.g. CDM, Permits to Work etc.
* The undertaking of ad-hoc tasks, within the normal remit of this job description, or other reasonable duties commensurate with the grading, overall function and level of responsibility of the post and as dictated by the needs of the Trust. (Note that this could necessitate attending meetings outside of a normal designated cluster of schools or occasionally visiting any REAch2 Academy when required in support of colleagues e.g. covering counterparts annual leave absences).

**Working Conditions**

The role is one of mobile working from a home-base and is predicated on regular and frequent visits to schools. Such visits will include:

* Regular and frequent driving.
* Surveys / condition surveys in all prevailing weather conditions.
* Working from height (e.g. flat roofs) in pursuance of survey requirements.
* Accessing limited spaces (e.g. boiler houses / basements) in pursuance of survey requirements.
* Regular access to active construction sites.

# Person Specification

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| **KNOWLEDGE & SKILLS REQUIRED**  **Knowledge:**  • Education to HNC level or equivalent in a relevant subject area.  • Relevant professional qualification.  • Evidence of post-qualification experience in a relevant or related role.  • Practical / working knowledge of health and safety as it applies to building maintenance, the construction process and statutory compliance in schools.  • Demonstrable experience in the general assessment of maintenance requirements, along with the production of associated cost estimates, technical detailing, tendering, contract administration and project management.  • Possess a sound grasp of building construction, maintenance and construction cost planning with, ideally, reference to schools.  • Ability to produce cost estimated and simple short, medium- and long-term school building maintenance plans and projects.  • Knowledge of procurement and construction techniques, construction contracts, current legislation, statutory and regulatory requirements relating to property.  • Knowledge of contract administration and project management relating to construction projects.  • An understanding of specification writing and tendering processes.  • Knowledge of relevant legislation, national performance standards (e.g. Building Bulletins) and statutory requirements as they relate to property and construction. | **ESSENTIAL OR DESIRED?**  **E**  **D**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |

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| **Mental Skills:**  • Well organized, efficient and hard working.  • Ability to prioritise and meet agreed deadlines.  • Capable of working with a minimum of supervision and on own initiative.  • Occasionally, a flexible approach to working hours may be required. | **E**  **E**  **E**  **E** |

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| **Interpersonal & Communication Skills:**  • Possess good inter-personal skills.  • To work effectively as part of a team and for extensive periods individually.  • Have the ability to communicate effectively in both written and verbal formats.  • To be approachable, assertive and confident. | **E**  **E**  **E**  **E** |

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| **Physical Skills:**  • Ability to use AutoCAD would be a distinct advantage for the purposes of producing new drawings and updating existing drawings in relation to projects.  • Proficient in the use of ICT equipment and software including MS Word and Excel as well as software for Asset Management and statutory compliance.  • Ability to organise and co-ordinate production of documentation for building contracts.  • Proficiency in using National Building Specification and / or other recognised industry-standard documentation.  • Physical capability to work safely outdoors and on construction in all prevailing weather conditions.  • A full driving license and access to a car (insured for business use) is essential to the post - travel will mainly be within the designated cluster with some occasional requirements to travel outside of that cluster. | **D**  **E**  **E**  **E**  **E**  **E**  **E** |

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| **Other:**  Right to Work in the UK | **E** |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.