



# Site Assistant 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](http://www.reach2.org)



We are looking for a hard-working, multi-skilled, honest and self-motivated person to assist the Site Manager in the smooth running of the School by undertaking caretaking, maintenance, Health & Safety and security of the site and related resources.

Knowledge and experience of working in a school or similar environment would be an advantage. You will also need the ability to be flexible and understanding of the needs of everyone in our school community.

Duties to include:

- To assist with daily opening and closing of site
- Security of the building and grounds, including being a Key-Holder for the site
- Carrying out minor repairs, general maintenance and decorating
- Making sure our school is safe and compliant with statutory regulations
- General portering, including moving furniture and equipment around the site
- Liaising with contractors and other visitors to the site

The successful candidate will have a flexible approach, enjoying a varied routine and will be:

- Capable of establishing good working relationships with the Headteacher, School Business Manager, support and teaching staff, pupils and parents
- Well-organised, conscientious and reliable
- Basic DIY skills and a practical approach to work
- This is a physical role involving lifting and carrying, and working both indoors and outdoors in all weathers

In return, we can offer you:

- joining a friendly, supportive, enthusiastic, and hardworking team of staff and governors
- a very successful and happy learning community
- and, most importantly, working with our amazing and talented children

Purfleet Primary Academy, and REAch2 Academy Trust, reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Enhanced DBS Disclosure with Child Barred List check will be carried out for this role. Employees will also be subject to a pre-employment medical check.

We welcome you to visit the school, please call us on 01375 802700 to arrange a visit outside of school hours.

Application packs can be obtained by emailing the school on:

Please complete our [Equality & Diversity Monitoring Form](#).

Applications to be received by midnight Friday 3<sup>rd</sup> December 2021 to Mrs Nicki Cocks, Purfleet Primary Academy [nicki.ocks@purfleetprimary.co.uk](mailto:nicki.ocks@purfleetprimary.co.uk)

## The application

You are invited to submit an application form to Nicki Cocks, Business Manager at [nicki.cocks@purfleetprimary.co.uk](mailto:nicki.cocks@purfleetprimary.co.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](#) separately.

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

## The application process and timetable

Application deadline:	Midnight, Friday 3 <sup>rd</sup> December 2021
Interviews:	Week commencing 6 <sup>th</sup> December 2021
Contract details:	Permanent (52 weeks)
Salary:	£18,186-19,662
Hours:	Full time (37 hours per week)

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>Post:</b>	Site Assistant
<b>Responsible to:</b>	Site Manager/School Business Manager/Headteacher
<b>Salary/Grade:</b>	Thurrock pay scale 1-5
<b>Hours/weeks:</b>	Full time 37 hours, 52.14 weeks

### General Responsibilities

- To liaise with Site Manager and School Business Manager for the health and safety of the site
- To ensure that the maintenance of the school buildings and environment are effectively undertaken
- To undertake repairs (including toys and play equipment) and DIY projects, within agreed competence levels
- To co-operate with contractors, utility companies and the emergency services to ensure all appropriate access arrangements and ensures compliance with procedures for the safe and secure conduct of their activities
- To ensure a clean, tidy and well-maintained school environment

### Specifically:

- To undertake the day to day maintenance, repair and cleaning of the school
- To assist in ordering and arranging delivery and storage of materials and equipment
- To undertake routine grounds maintenance to ensure the upkeep of garden, grassed and amenity areas, equipment and site services, operating and machinery
- To ensure that the school site is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks and inspections of the premises, equipment and grounds. Keeping accurate manual and computerised records where appropriate.
- To monitor work requests on the premise's mailbox. Ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner

### Health and Safety and Security

- To maintain the site in a safe and healthy condition, ensuring the maintenance of fire and other safety equipment and emergency equipment; the safe storage of any potentially harmful materials, testing of all electrical appliances annually
- To provide safe access to the school in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc.
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures
- To be aware of all out of hour's activities at the school and arrange for the opening, closing, heating and availability of equipment as necessary for the smooth operation of both school functions and outside lettings.

### General Site Duties

- To ensure the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse (including clinical waste), ensuring toilets checked daily for fresh supply of disposables etc. To undertake emergency cleaning e.g. following spillage, bodily fluids etc.
- To ensure that halls and other meeting rooms are set out as required for meetings, assemblies and other events and cleared away afterwards
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met
- To manage the provision of a portaging and furniture moving service as required in order that school activities can proceed and that the entrance of the school is always clear and welcoming
- To ensure that orders received into school are delivered to the appropriate area / person as necessary
- To ensure light bulbs, fluorescent tubes and starter switches etc. are changed as necessary and fittings and shades are cleaned regularly
- To manage the maintenance of all external areas to ensure these are in a clean, tidy and safe condition

- To undertake minor window cleaning as required
- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislation
- To undertake such other duties as are required and are commensurate with the level of responsibility of the postholder

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the **contract of employment**. It describes the way the **post holder is expected to perform and complete the particular duties as set out above**

## Person specification

### Person Specification

Essential	Desirable
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience in a similar role, preferably in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of DIY, building and maintenance projects, preferably in a school environment.</li> <li>• Have knowledge of C.O.S.H.H (Control of Substances Hazardous to Health 1998)</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> <li>• Accredited Health and Safety Training</li> <li>• GCSEs or equivalent in English in Maths</li> </ul>
<b>Skills and Competencies:</b> <ul style="list-style-type: none"> <li>• Have strong oral and written communication skills</li> <li>• Willingness to undertake induction training</li> <li>• Willingness to participate in ongoing training relating to the role</li> <li>• Willingness to gain first aid certificate (if applicable)</li> <li>• Knowledge and use of moving and handling procedures including for heavy objects</li> <li>• Ability to work as part of a team.</li> <li>• Ability to work in accordance with the school's health and safety policies and standard safe working practice for premises staff</li> <li>• Ability to work to deadlines</li> <li>• Ability to work on own initiative</li> <li>• Ability to undertake general building maintenance</li> <li>• Ability to demonstrate a practical approach to problem solving</li> <li>• Ability to communicate well with adults and students</li> <li>• Ability to respond calmly to emergencies</li> </ul>	
<b>Other:</b> <ul style="list-style-type: none"> <li>• DBS clearance</li> </ul>	