



**Caretaker**

 **Application Pack**

Contents

[Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust 3](#_Toc47965226)

[Letter from [name], [job title], REAch2 Academy Trust 4](#_Toc47965227)

[Our Cornerstones and Touchstones 4](#_Toc47965228)

[The role 4](#_Toc47965229)

[The application 4](#_Toc47965230)

[The application process and timetable 4](#_Toc47965231)

[Safeguarding, Safer Recruitment and Data Protection 4](#_Toc47965232)

[Job Description 4](#_Toc47965233)

[Person Specification **Error! Bookmark not defined.**](#_Toc47965234)

# 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 Angela Didier, Headteacher, Veritas Primary Academy

Dear Candidate,

Thank you for your interest in working at our school.

Veritas is a vibrant and friendly school which is noticeable from the moment you walk through the door. I am incredibly proud of the school we have established and it has been a real team effort. We opened in September 2015 and received our first Ofsted Good grading in April 2018. The report is excellent and really shows the high expectations we have for our staff and children. We continue to strive for improvement in everything we do in order to achieve the best outcomes for our pupils; whether that be academically, emotionally, socially or competitively.

We have a high proportion of service children in our school but also serve our local community. Because of this we often have some mobility of pupils through the school year and it is important children settle and feel comfortable quickly. We believe children learn best when they feel valued and respected. Veritas is proud to provide a calm and happy atmosphere where we set high standards of respect, courtesy, hard work and achievement for all children and adults. We are committed to developing well rounded pupils and aim for children to be inspired to explore and discover new skills and learning habits in a creative and safe environment; no matter where they are on their learning journey.

We look to recruit like-minded people who are able to collaborate and work as a part of our team striving for excellence. We support this through continued training and CPD, an open door policy and a friendly workplace where everyone’s contributions are valued.

I hope that this letter and by having a look at our school website or Facebook page, gives you a sense of Veritas Primary Academy, our values and vision. We look forward to welcoming you to the Veritas Family.

**Angela Didier**



**Headteacher, Veritas Primary Academy**

# 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

**Advert Post-** Caretaker

**Hours –** 10 hours per week, Term Time plus 1 week plus 5 inset days (4pm to 6pm Monday to Friday)

Hours worked outside of term can be negotiated with School Business Manager

**Salary** – NJC Payscales 2-3 (£18,198 - £18,562) Actual salary £4,428 - £4,517

**Start Date-** November 2021

**Line Manager** – Site Manager/School Business Manager

**Contract Type-** Permanent

**Location -** Veritas Primary Academy, Weston Road, Stafford, ST18 0FL

**Purpose of the Role:** To assist in the maintenance and security of the school

**About Us:** Veritas Primary Academy is a two form entry school for children aged 4 to 11 years old that opened its doors in September 2015. We are a very friendly school where children are encouraged to become confident, caring and articulate and to use their abilities to the full. We aim to provide a calm and happy atmosphere and set high standards of respect, courtesy, hard work and achievement for all children and adults.

**About The Role:**

Are you looking to forge a career within a pioneering and values-driven family of schools? Do you want to work with a committed and enthusiastic team? If so, this role could be for you!

Veritas Primary Academy is looking to appoint a highly motivated, innovative and passionate Caretaker to join our busy, friendly and hardworking school.

Duties will include restocking of facilities, site security, locking the school building at the end of the day, premises related tasks, minor repairs and routine maintenance, liaising with School Business Manager in regard to deliveries and any other tasks as required by the Site Manger/School Business Manager/Head Teacher. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

The successful candidate will need to have experience working in this field and also;

* Have a flexible approach to working
* Work well within a team
* Display initiative and ability to work independently
* Be enthusiastic and dynamic
* Be reliable with a sense of commitment
* Willing to contribute and share ideas

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.

If you feel that you would like to be part of a growing school in Stafford that is committed to excellence, we would like to hear from you.

**How to apply:** Application packs can be found on our school website- [www.veritasprimaryacademy.com](http://www.veritasprimaryacademy.com)

**Closing Date:** Completed applications should be received by no later than **12pm Tuesday 19th October**

**By Post to:** Lucy Henderson, Veritas Primary Academy, Weston Road, Stafford, ST18 0FL

**Or by Email:** recruitment@veritasprimaryacademy.com

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete an online [Equal Opportunities Monitoring form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u).

**Interview Date and Task Completion: TBC**

**Veritas Primary Academy 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 Check and satisfactory written references.**

# The application

You are invited to submit an application form to Lucy Henderson, School Business Manager, recruitment@veritasprimaryacademy.com

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.

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Tuesday 19th October, 12pm |
| **Notification of Interview**  | By 22nd October  |
| **Interviews:**  | TBC  |
| **Contract details:** | Permanent |
| **Salary:**  | NJC Payscales 2-3 (£18,198 - £18,562) Actual salary £4,428 - £4,517 |
| **Start date:** | November 2021 |

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

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# 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 and Person Specification**

**Post:** Caretaker

**Grade:** SCP 2-3 (NJC 2020 £18,198 - £18,562) Actual salary £4,428 - £4,517

**Responsible to:** Site Manager/School Business Manager

# Job Purpose

To undertake individually or as part of the Facilities/Business Management Team you will assist in the maintenance of the premises and associated grounds.

**Duties and Responsibilities**

**Cleaning and preparation**

* Oversee and undertake cleaning operations
* Oversee and undertake preparation of rooms and appropriate work areas.
* May undertake specialised cleaning programmes during the school closures or other designated periods.
* Assist in the preparation of rooms and appropriate work areas e.g. meeting rooms, classrooms.
* To clean the carpets
* To ensure the school and premises are kept clean and tidy to a high standard and is conducive to learning e.g. litter picking, leaf blowing, sweeping, collection and disposal of refuse and recycling, disinfecting bins, ensuring toilets are checked daily for fresh supply of disposables

**Resources**

* Restocking facilities e.g. soap, paper towels
* Store all equipment and chemicals used in the appropriate manner
* Act as designated key holder for school premises
* Deal with minor security/safety issues
* To help the Office unpack resources when needed

**Maintenance**

* Undertake general site maintenance and basic equipment repair
* Perform temporary and minor repairs/maintenance
* Maintain grounds as necessary e.g. light work such as mow, trim and weed
* Undertake basic DIY and courier duties
* Report major faults/repairs/maintenance to the line manager
* Operate systems such as heating, cooling
* Grit the school
* To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.

**Systems, policies and procedures**

* Escalate any safety issues to the line manager
* Work to expected standards and complete work within required timescales
* Assists with setting standards

 **Team involvement**

* Demonstrate own duties to new or less experienced staff
* Provide cover for the site manager during holidays to open up school
* Undertake any other duties directed by Site Manager/School Business Manager/Head Teacher

 **Building professional relationships**

* Exchanges information with the Site Manager and School Business Manager.
* Monitor contractors/cleaners whilst on site when needed
* Establish access arrangements with contractors where necessary
* Exchanges information with their supervisor, head teacher and possibly other staff.

 **Record keeping and information management**

* Maintain accurate and detailed records when required

 **Problem solving and decision making**

* Interpret information and situations and to solve straight forward problems and make minor decisions.

**Knowledge, skills and experience**

* Knowledge and understanding of health and safety policies
* Understand COSHH regulations
* Ability to deal with basic forms and data
* Unskilled basic DIY skills
* Basic gardening skills
* First aid at work may be a requirement or paediatric first aid

**Physical demands and working conditions**

* Requires regular physical effort such as bending, stretching, pulling and pushing cleaning equipment with occasional intense effort for moving furniture.

This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  **Qualifications & Experience**  | **Essential**  | **Desirable**  |
| Experience of working in a similar role |   |   |
|  **Skills, knowledge and abilities**  |   |   |
| Ability to organise and restock facilities when needed |   |  |
| Ability to be proactive in the school setting |   |  |
| Ability to work as a team  |  |   |
| Ability to have positive interactions with adults and children of all ages  |  |   |
| Ability to maintain a safe and hygienic working environment  |  |   |
| Ability to work under pressure and maintain a professional input at all times in a constantly changing and demanding environment  |   |  |
| Work using own initiative and under pressure and maintain a professional input at all times in a constantly changing and demanding environment  |   |   |
| Knowledge and understanding of Health & Safety standards within a school setting |  |  |
| **Other Job Specific Requirements**  |  |  |
| A willingness and enthusiasm for training and progression |  |   |
| A willingness to promote the ethos of the school  |  |   |
| Commitment to the Reach2’s Equal Opportunities Policy and Acceptance of their responsibility for its practical application.  |  |   |
| **Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.**  |   |   |
| **A willingness to undertake further training and development within the role**  |  |   |
| **Disqualifying Factors**  |   |   |
| Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Reach2’s Equal Opportunities Policy  |   |   |
| An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate  |   |   |

***Note 1:***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***