



# 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 Officer, REAch2 Academy Trust



# Letter from Aaron Wanford, Headteacher Green Ridge Primary Academy



Dear Candidate,

I am delighted that you have expressed interest in the post of Site Assistant at our new academy.

## Overview

Are you passionate that all children deserve the very best learning environment possible? If so, we would love to hear from you! At Green Ridge Primary Academy, we are looking for a Site Assistant to support our Site Manager in all aspects of maintaining our academy's new, modern premises. Have you got an eye for detail? Do you take pride in how your environment is presented? Do you have the skills to turn your hand to any problem, responsibility to act as a key-holder and a 'can-do' approach and outlook? We are looking for someone who is up for getting stuck-in to all aspects of academy life!

## About us

Green Ridge Academy is a new primary school built on Berryfields, which opened initially in September 2017 in temporary accommodation on the site of the permanent building. The permanent school building opened in September 2018. The school will grow year-on-year, taking children from aged 2-11. The school currently has capacity for over 450 children but is being built with the additional capacity to extend to a three-form entry school with just over 650 children. The academy is now looking to appoint further support staff for the premises of the building. To see more information about the school, including design plans of the school, please visit our website [www.greenridgeacademy.co.uk](http://www.greenridgeacademy.co.uk)

If you would like any further information to assist you in your application, please do not hesitate to get in contact.  
I look forward to receiving your application.

Yours faithfully,

**Aaron Wanford**

Headteacher, Green Ridge 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

## Site Assistant at Green Ridge Primary Academy

We are looking to appoint someone who will contribute to the smooth running of the academy by undertaking caretaking, maintenance, cleaning and security of the school site, equipment and grounds under the supervision of the Site Manager. We require a hardworking, dependable, and self-motivated individual to set and maintain a high standard of cleanliness within classrooms, corridors, offices, general areas and toilets. Duties will include vacuuming, dusting and cleaning of floors, washroom areas, tables, chairs, paintwork etc. as well as assisting the Site Manager in day to day maintenance tasks. An understanding of cleaning chemicals and equipment together with a basic knowledge of Health & Safety legislation, and procedures would be desirable. The successful candidate might be a cleaner looking for a step-up and more responsibility in their career, or someone looking towards becoming a Caretaker or Site Manager themselves in the future. They will also be flexible in their approach, energetic and be keen to work as part of our school community. Our position is flexible at this point and we are prepared to support someone new to this kind of role with the right attitude, however, experience of a similar role within a school will be a significant advantage.

Typically, this role will cover a late shift, overlapping with the Site Manager's early shift, to enable opening, closing and securing of the school site each day between them. This will ensure key tasks can be undertaken and a member of the site team is available at all points during the school day and into the evening for Lettings hosted on site. The Site Assistant will also supervise the cleaning staff but must be prepared to take on a substantial amount of cleaning in their own daily tasks. Some flexibility during school holidays would also be required to ensure staff are able to access the building when the school is closed to pupils.

### What we're looking for:

The successful candidate will be someone who is reliable, punctual, polite and friendly as well as someone who takes pride in their work and who may be able to work some extra overtime hours as required by the academy.

The successful candidate will have:

- The motivation and passion to achieve the very best environment for the children in our care
- The ability to work independently as well as part of a wider team
- The ability to work on initiative as well as under direction
- A 'can-do' approach to all aspects of academy life
- Excellent communication skills and a good sense of humour

In return we can offer:

- A commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
- Encouragement to develop new ideas and the opportunity to make a real difference

Green Ridge Primary Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

In applying for this post, you should be aware that the Person Specification contains the criteria that the selection panel will use in the selection process.

When completing the application please follow these guidelines:

- Please submit your completed REAch2 Academy Trust application form (making reference to the Person Specification Form) and a supporting letter if you wish.
- Do not submit a CV instead of an application form.
- You may choose to provide your details by hand or use a computer, but please complete all sections yourself and in black ink.
- When e-mailing your application, please ensure it is marked 'Confidential'.

Green Ridge Primary Academy has a rigorous Child Protection policy and is committed to the welfare of every child. Consequently, all short-listed candidates will be asked for two references before interview and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required.

Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

# The application

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Tara Erdos, School Business Manager at [admin@greenridgeacademy.co.uk](mailto:admin@greenridgeacademy.co.uk) or telephone 01296 326320.

Completed applications should be sent via e-mail to [admin@greenridgeacademy.co.uk](mailto:admin@greenridgeacademy.co.uk) by 12 noon on Monday 9<sup>th</sup> May 2022.

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.

To arrange an informal discussion please contact

## The application process and timetable

<b>Application deadline:</b>	Monday 9 <sup>th</sup> May 2022, 12 noon
<b>School visits:</b>	By pre-arranged appointment
<b>Interviews:</b>	tbc
<b>Contract details:</b>	Permanent, with 6 months successful probationary period
<b>Working hours:</b>	Full time, 37 hours per week, 52 weeks per year with approx. 5 weeks paid holiday allowance (to be taken out of school term times)
<b>Salary:</b>	Buckinghamshire Pay Range 2, points 11-15
<b>Start date:</b>	Upon successful recruitment checks, but no later than 1 <sup>st</sup> July 2022

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 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](#).

# Site Assistant

## Job Description

<b>Salary:</b>	Bucks Pay Range 2, Scale point 11-15 (depending on skills/experience)
<b>Working Hours:</b>	Full time, 37 hours per week, 52 weeks per year with approx. 5 weeks paid holiday allowance (to be taken out of school term times)
<b>Work Pattern:</b>	Monday to Friday 1:00pm to 9:00pm during term-time 2 x unpaid 20-minute breaks each day Some flexibility is required to participate in staff training, meetings and events and split shifts may be required during school holidays to accommodate the school's Lettings needs.
<b>Reports to:</b>	Site Manager, School Business Manager
<b>Responsible for:</b>	Premises Staff in the absence of/on behalf of the Site Manager
<b>Liaison with:</b>	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Stakeholders

### 1. JOB OUTLINE

#### 1 a) PURPOSE OF ROLE

To be responsible for the security of the premises and related Health and Safety, maintenance, tidiness and cleaning of the academy, providing an appropriate environment for staff and students to work and learn.

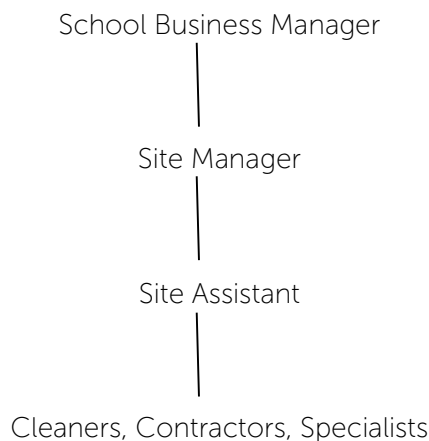
#### 1 b) RESPONSIBILITIES

- To be responsible for ensuring the security of academy buildings, site, and resources
- To act as a designated key holder, providing out of hours and emergency access to the school site.
- To act as a designated key holder for lettings and functions hosted at the school.
- To support the Site Manager in carrying out first line repairs and maintenance which are not beyond the competence of the staff concerned.
- To support the Site Manager in performing regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment.
- To support the Site Manager in performing regular maintenance checks and follow-up actions.
- In the absence of the Site Manager, to be responsible for contractors whilst on site and ensure work is completed to the required standard.
- To support the Site Manager in the regular checking of and operation of systems such as heating, cooling, lighting, and security (including CCTV and alarms).
- To move furniture, fittings and putting away of stock.
- Cleaning of designated areas, and overseeing all areas of the school and site, to ensure they are kept in a hygienic condition, and are presented to a high standard at all times, including but not limited to:
  - Vacuuming and cleaning floors including the use of powered equipment.
  - Dusting and polishing furniture and other surfaces.



- Cleaning paintwork, tiling and mirrors.
- Emptying and cleaning of waste bins.
- Cleaning of toilets, sinks and washroom areas.
- Cleaning and maintenance of Staffroom and Nursery kitchen.
- To liaise with the School Business Manager and other school staff/departments on premises issues.
- To ensure rooms are set up and ready for use for internal and external events and functions.
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.

## 2. ORGANISATION CHART



## 3. SUPERVISION

The post holder will work largely in liaison with and reporting to the Site Manager. The post holder will be subject to the general and specific direction of the School Business Manager and will directly supervise the work of the cleaning staff (or monitor the work of contract cleaners) on a day to day basis.

## 4. JOB CONTEXT

The post holder will work as part of a team which undertakes cleaning duties in the school and will support the duties of the Site Manager as necessary to ensure the smooth running of the school and other premises duties as required. The balance of work will be reviewed from time to time according to the changing needs of the academy.

## 5. CONTACTS

- Site Manager.
- Site Team.
- School Business Manager.
- Teaching staff.
- Support staff.
- Pupils.
- Parents and other members of the public.
- Domestic and catering staff.



- Users of the school site for lettings and functions.

## 6. KNOWLEDGE, EXPERIENCE AND TRAINING

- No specific qualifications required.
- Basic handyman and DIY skills.
- Basic understanding of health & safety procedures.

## 7. PROBLEMS AND DECISIONS

- Problems may arise in connection with powered equipment.
- Report any problems to the Site Manager.
- Maintaining stock levels of cleaning supplies and reporting anything running low to the Site/Business Manager.
- Following the proper storage and usage guidelines of chemicals and participating in risk assessment.

## 8. PHYSICAL EFFORT

- Continuous lifting throughout the shift of classroom and other furniture.
- Pushing heavy cleaning equipment.
- Bending and stretching to move furniture and other articles around.
- Approx. 90% to 100% of the time.

## 9. WORKING ENVIRONMENT

Some exposure to strong cleaning materials.

## 10. JOB ENTITLEMENTS

- Access to training and staff development according to personal development needs and the needs of the school.
- Annual Performance Appraisal and reviews.

## 11. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

## 12. REVIEW OF DUTIES

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

# Site Assistant

## Person Specification

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
Right to work in the UK	<ul style="list-style-type: none"> <li>Legal status</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	ID Documents
Education, Qualifications and Training	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Training in Health &amp; Safety, PAT testing, working at heights, manual handling etc.</li> <li>Current First Aid qualification or willingness to undertake training to become a qualified First Aider</li> <li>Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent</li> </ul>	Certificates
Experience	<ul style="list-style-type: none"> <li>Experience of cleaning in a work environment</li> <li>Experience of carrying out basic DIY tasks</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a premises role in a school, public building or similar organisation</li> </ul>	Application form and selection events
Knowledge and Understanding:	<ul style="list-style-type: none"> <li>Ability to work in an organised manner and use initiative</li> <li>Intermediate knowledge of ICT</li> <li>Awareness of keeping children safe</li> <li>Basic knowledge of Health &amp; Safety, wellbeing, safety and child protection</li> <li>Understanding of the academy's Ethos and Values</li> <li>To have an understanding of and a</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of Control of Substances Hazardous to Health (COSHH)</li> <li>Knowledge of legionella and asbestos testing</li> <li>Understanding of Data Protection and confidentiality</li> </ul>	Application form and selection events

Factors	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> <li>commitment to child welfare and safety</li> </ul>		
<b>Skills, abilities and personal characteristics</b>	<ul style="list-style-type: none"> <li>Ability to solve problems and find solutions</li> <li>Active listener</li> <li>Good communication (written and verbal)</li> <li>A team player</li> <li>Highly motivated</li> <li>Proven ability to work both as part of team and alone without supervision</li> <li>Accept and respond to authority and supervision</li> <li>Work with guidance, but under limited supervision</li> <li>Good timekeeper, organised, motivated, hardworking with a sense of humour.</li> <li>Reliable and trustworthy</li> <li>Flexible attitude to work</li> </ul>	<ul style="list-style-type: none"> <li>Mature attitude which inspires confidence in those you have contact with</li> <li>Specific skills in the trade of plumbing, electrical and/or carpentry</li> </ul>	Application form and selection events

**Note to applicants:**

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of REAch2's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.*

*This role will be reviewed annually as part of the performance appraisal process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*This academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*