



# School Caretaker Application Pack



CONCORDIA  
ACADEMY



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# Letter from Catherine Paine, Chief Executive Designate

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.

**Catherine Paine**

**Chief Executive Designate, REAch2 Academy Trust**

# Letter from Mr Akhtar, Headteacher, Concordia Academy

Dear Candidate,

Children have only one chance at receiving a quality education and it is the job of everyone at Concordia Academy to ensure that it is the best it could possibly be. We have an ambitious and dynamic vision for our school that includes setting a record of high-quality outcomes for all of our students.

Our school is underpinned by a blend of values such as respect, hard work and high expectations, coupled with innovations in relation to teaching and learning. We work together to embed a culture of success, high aspiration and reflection in which children can thrive and achieve. We want our students to have the confidence and knowledge to not just live but prosper in a modern, ever-changing society. We will equip them with the skills to succeed and the understanding that will enable them to make the most of the opportunities that they are given.

We are forward thinking in all we do. Our children will study a modern and innovative curriculum, our staff will have access to the very best and latest professional development that has the greatest impact on learning, and our school will be housed in outstanding facilities that are high-tech and custom built. Our goal will always be to improve on what we have done before.

As the headteacher of this vibrant, new school I am delighted to welcome you and I hope you will join us on our journey.

**Mr Akhtar**

**Headteacher**

# 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

## School Caretaker at Concordia Academy

### Do you want to join an outstanding new school looking to appoint an ambitious, efficient and proactive School Caretaker?

Concordia Academy opened as a new free school in 2016. In September 2018, we moved to our superb new purpose-built site on Union Road in Romford. We are currently recruiting for a Teaching Assistant to join our already outstanding team.

We are offering you:

- The opportunity to work within an ambitious, successful and vibrant school with great staff and children who deserve the very best
- high quality support to ensure that you are successful
- opportunities to work across and with other schools in our highly successful Trust
- the opportunity to work in a brand new state-of-the-art building with excellent facilities

About the Role:

This role will be a job share between two people. There will be a morning shift 7am-9am or 10 am and an afternoon shift 12pm until 6pm. The hours and shifts may be negotiable for the right candidates.

The School Caretaker is responsible for the property and asset management of the school. Liaising daily with the School Business Manager and Headteacher on caretaking and site management issues. Ensure the security of the school premises. Maintain any machinery or plant within the school. Maintain the internal and external fabric of the schools premises as a safe working environment.

We are looking for:

We are looking to appoint two hardworking, skilled, dependable and self-motivated individuals to join our fantastic team. We require someone who will contribute to the smooth running of the school by organising and undertaking the caretaking, maintenance, cleaning and security of the school site, equipment and grounds. The successful candidate will have caretaking or general maintenance skills together with a knowledge of Health & Safety legislation and procedures. They will also be flexible in their approach, energetic and be keen to work as part of our school community.

Experience of a similar role within a school will be a significant advantage, but not essential.

# The application

You are invited to submit an application form to Miss Clarke (School Business Manager) at [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.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.

To arrange an informal discussion please contact Miss Clarke (School Business Manager) on 01708 932710.

## The application process and timetable

<b>Application deadline:</b>	TBC
<b>School visits:</b>	Upon request
<b>Interviews:</b>	Upon submission and shortlisting
<b>Contract details:</b>	As per advert
<b>Salary:</b>	Grade 3 SCP 5-9 NJC Outer London FTE £24,804 to £26,472 Actual wage will be pro rata and depend on the hours agreed.
<b>Start date:</b>	ASAP

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](#).



## Job Description

<b>Post:</b>	School Caretaker
<b>Salary:</b>	Grade 3 SCP 5-9 NJC Outer London FTE £24,804 to £26,472 Actual wage will be pro rata and depend on the hours agreed.
<b>Hours:</b>	See advert as this post has 2 options
<b>Responsible to:</b>	Headteacher/SBM

### Core Purpose

The School Caretaker is responsible for the property and asset management of the school. Liaising daily with the School Business Manager and Headteacher on caretaking and site management issues. Ensure the security of the school premises. Maintain any machinery or plant within the school. Maintain the internal and external fabric of the schools premises as a safe working environment.

### Responsibilities

These will include:

- Be responsible for the opening and closing of the school building and premises on a daily basis.
- Be responsible for ensuring the security of academy buildings, site and resources.
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Carry out general repairs and maintenance: -
  - Non specialist plumbing work;
  - redecoration as appropriate;
  - repairing cracked or broken plaster, making good damaged walls, for example, following the removal of say, shelving or similar fittings;
  - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc.;
- Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment
- Responsible for adhoc cleaning of the school building and grounds as required.
- Responsible for regular maintenance checks and follow-up actions
- Responsible for contractors whilst on site and ensure work is completed to the required standard, coordinating projects where appropriate.
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Responsibility for the overseeing of lettings.
- Monitoring utility usage and tracking action to reduce expenditure where appropriate.

- Act as H&S Officer and complete termly H&S checklist inspections
- Report H&S matters to SLT and Governors
- Liaise with other school staff/departments on premises issues.

## **Supervision**

The post holder will work largely on his/her initiative subject to the general and specific direction of the School Business Manager. They will directly supervise the work of the cleaning staff or monitor the work of contract cleaning staff (as appropriate).

The post holder will work alongside the premises admin staff who will manage and co-ordinate the compliance, maintenance schedules and general admin requirements of the role including but not limited to;

- Arranging for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
- Managing the academy's maintenance requirements to support a regular and cost effective maintenance programme
- Purchasing premises related equipment and supplies within agreed budget
- Arranging tenders and quotes and manage the appointment of external contractors
- Supervising cleaning staff

## **Job Context**

The post holder will spend an appropriate amount of time on cleaning duties as necessary to ensure the smooth running of the school. The remainder of the time will be spent on other premises duties as required. This role has recently been revised to reduce the admin work required from the Premises Manager to allow for more time on other duties. The balance of work will be reviewed from time to time according to the changing needs of the academy.

## **Contacts**

- Headteacher
- School Business Manager
- Teaching and support staff
- Parents and students
- Visitors especially contractors on site
- Cleaning staff or contract cleaning supervisor (as appropriate)

## **Knowledge, Experience and Training**

- Experience of working in school or similar environment is desirable
- Flexibility and sensitivity to the needs of a wide range of users of the school
- Knowledge of efficient cleaning methods and material is desirable
- Evidence of success in completing handyperson or DIY tasks (paid or unpaid)
- Awareness of the requirements of health and safety legislation and good practice relevant to the duties of the post.

## **Problems and Decisions**

- Advising the School Business Manager of faults to the buildings, fixtures and fittings which require specialist attention and being proactive to find solutions
- Monitoring and maintaining an adequate stock of appropriate materials and equipment.
- Liaising with contractors on site to ensure minimum disruption to the work of the academy.

## **Physical Effort**

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying deliveries to the school to wherever they are to be stored.

## **Working Environment**

Some of the work may need to be done out of doors such as repairs, and security checks in wet and cold weather.

## **Energy Conservation**

This will involve:

- In conjunction with the SBM and Headteacher, implement all agreed policies.
- Manage the reading, recording and reporting of all meter readings as required.
- Liaison with Premises Admin staff regarding Energy Conservation.
- Implement recommendations authorised by the SBM and Headteacher.

## **Confidentiality**

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the council's databases. Any breach of these rules and protocols will be regarded as 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.

## **Additional Information**

The school premises may be used during evenings and weekends for school activities and by outside hirers. The post holder will be expected, by mutual agreement with the School Business Manager, to attend during lettings for which additional payments will be made in accordance with agreed academy rates.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

## **Job Entitlements**

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

### **Additional Information**

1. REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description.

### **ADDITIONAL REQUIREMENTS**

1. REAch2 has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training
2. The post holder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role
3. The post holder is expected to demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job description.

## **Person Specification**

	Essential	Desirable
Right to work in the UK	*	
<b>Knowledge/Qualifications and experience</b>		
Completed secondary education		*
Training in Health & Safety, PAT testing, working at heights, manual handling etc.		*
A clean driving licence which complies with the minimum standards for driving a mini bus e.g. D1 entitlement		*
English & Maths GCSE (or equivalent) at grade C or above		*
Current First Aid qualification or willingness to undertake training to become a qualified First Aider	*	
Experience of carrying out basic DIY tasks	*	
Previous experience of working in a premises role in a school or public building		*
Experience of cleaning in a work environment		*
Proven experience in carrying out maintenance in a school or similar organisation		*
<b>Skills , abilities and personal attributes</b>		
Effective communication skills with a range of audiences, both written and oral	*	
Highly motivated	*	
Good basic DIY skills	*	
Ability to solve problems and find solutions	*	
Good timekeeper, organised, motivated, hardworking with a sense of humour	*	
Ability to work in an organised manner and use initiative	*	
Work constructively as part of a team, making important contributions	*	
Proven ability to work both as part of team and alone without supervision	*	
Accept and respond to authority and supervision	*	
Reliable and trustworthy	*	
Flexible attitude to work	*	
Mature attitude which inspires confidence in those you have contact with		*
Specific skills in the trade of plumbing, electrical and/or carpentry		*

<b>Knowledge</b>		
Knowledge of Health and Safety in a school environment		*
Intermediate knowledge of ICT	*	
Awareness of keeping children safe	*	
Knowledge of legionella and asbestos testing	*	
Basic knowledge of Health and wellbeing, safety and child protection	*	
Understanding of the academy's Ethos and Values	*	
Understanding of Data Protection and confidentiality	*	
Understanding of and a commitment to child welfare and safety	*	
Awareness of Control of Substances Hazardous to Health (COSHH)	*	