



# Janitor Application Pack

## Henhurst Ridge Primary Academy



# Contents

Letter from Sir Steve Lancashire, Chief Executive Officer, REAch2 Academy Trust .....	3
Letter from Charlotte Hopkins, Head teacher, REAch2 Academy Trust .....	4
Our Cornerstones and Touchstones .....	5
The role .....	6
The application.....	7
The application process and timetable.....	7
Safeguarding, Safer Recruitment and Data Protection.....	8
Job Description.....	8
Person Specification.....	11

# 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 Charlotte Hopkins, Head teacher, Henhurst Ridge Primary Academy

Dear Candidate,

We have just embarked on our fourth year of opening and it continues to be an exciting journey we are on with our school evolving and developing each day! From how we organise outdoor play and assemblies to what extra-curricular activities we will provide for our children. Every day is new and exciting and we would love for you to be part of this amazing journey with us!

With State-of-the-Art facilities, including: the latest Promethean board technology for teaching, a Drama Studio, Cooking & Specialist practical area, an outdoor classroom & Multi Use Games Arena; the learning opportunities are endless! We continue to put our own personalised stamp on a brand-new building.

Our school mascot, the Hen Harrier, helps to spell out our seven core values which underpin all aspects of academy life which mirror REAch2's Touchstones:

- Honesty
- Aspiration
- Responsibility
- Resilience
- Innovation
- Everyone working together
- Respect

We want staff that can contribute to these values, who truly want to make our school a great place to be in all aspects and are committed to providing an exciting, innovative and hands on curriculum where children learn through experience and are not afraid to make mistakes. Team work is key and being ready to roll your sleeves up and turn your hand to anything in the first few years of opening is an essential. We want someone who wants to contribute to shaping our school.

If you think you can do this and you can '**provide the roots for our children to grow & the wings to fly,**' this is the school for you! Apply now!

Yours sincerely,

Charlotte Hopkins, Head teacher

# 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

### Janitor

We are seeking to appoint an enthusiastic, cheerful and reliable janitor who will help to keep our new school in a clean and hygienic condition. The successful applicant will also secure the premises at agreed times and maintain the keys in their possession for emergency callouts.

You will need to be self-motivated, hard-working and able to work well as part of a team. Our premises team play a key role in our school community and in ensuring our children have a clean environment in which they are able to learn. If you feel you have all the necessary skills, a 'can do' and caring attitude, coupled with a good sense of humour - apply now! We look forward to receiving your application.

Salary Scale: Grade 2 SCP2-3 Actual salary £4,121-£4,204 (pay award pending)

Hours: 10 per week, term time only (38 weeks per year)

Working Pattern: 4pm to 6pm daily

# The application

You are invited to submit an application form to Jane Dennis, School Business Manager.  
Email address [recruitment@henhurstridgeacademy.org](mailto:recruitment@henhurstridgeacademy.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](#) 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 school office.

## The application process and timetable

<b>Application deadline:</b>	12pm Friday 15 <sup>th</sup> October 2021
<b>School visits:</b>	Contact the school office
<b>Interviews:</b>	To be confirmed
<b>Contract details:</b>	Permanent
<b>Salary:</b>	Grade 2 SCP2-3 £4,121-£4,204
<b>Start date:</b>	As soon as possible

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

**Post:** Janitor  
**Salary:** Grade 2 SCP 2-3  
**Responsible to:** Cleaning Supervisor and Head teacher

## Core Purpose

To work under the direction and instruction of the Cleaning Supervisor and Head teacher to ensure that the school is maintained in a clean and hygienic condition and that it is correctly secured at the end of the school day.

## Responsibilities

Maintenance and Cleaning
<ul style="list-style-type: none"> <li>• Carrying out cleaning tasks as directed, to include mop sweeping, mopping, buffing, spray cleaning, damp wiping, waste disposal.</li> <li>• Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.</li> <li>• Cleaning of fixtures and fittings.</li> <li>• The use of cleaning equipment and machinery.</li> <li>• Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and school policies and procedures for Health and Safety and in accordance with training provided.</li> <li>• Replenishment of consumables (e.g. toilet rolls, soap and hand towels).</li> <li>• Assist in set up of rooms for special events.</li> <li>• Secure the premises at agreed times, checking that all doors, windows and gates are locked appropriately.</li> </ul>
Support to school (this list is not exhaustive)
<ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend and participate in relevant meetings as required.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Assist with pupil needs as appropriate during the school day.</li> </ul>

*The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to*

*meet the changing demands of the school, following discussion between the Headteacher and member of staff.*

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 schools' policies and practices.

## Person Specification – add in lines as required

	Essential	Desirable
Right to work in the UK	*	
<b>Knowledge/Qualifications and experience</b>		
Experience of working in a related discipline	*	
Knowledge of health & safety procedures and precautions		*
Awareness of COSHH regulations		*
Awareness of health and hygiene procedures		*
Good standard of literacy and numeracy	*	
Good understanding and ability to use relevant equipment	*	
<b>Skills , abilities and personal attributes</b>		
Ability to work constructively individually and as part of a team	*	
Ability to relate well to children and adults	*	
Good organising and prioritising skills	*	
Demonstrate and assist in the safe and efficient use of materials	*	
Able to work flexibly to suit clients needs	*	
Customer focussed	*	
Has a friendly yet professional and respectful approach	*	
Takes responsibility and accountability	*	
Committed to the needs of pupils, parents and other stakeholders	*	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	*	
Is committed to the provision and improvement of quality provision	*	
Acts with pace and urgency being enthusiastic, energetic and decisive	*	

Has the ability to learn from experiences and challenges	*	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to new ideas and developing skills	*	
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	