



Appointment of Premises and Lettings/Security Assistant (Evenings)

Start date ASAP

Closing date: 5pm Mon 11th Oct



Reach Academy
Feltham



Reach Academy Feltham exists to transform the lives of our pupils by giving them the skills, attitudes and attributes to flourish in any career and live happy and healthy lives, full of choices and opportunities.

CONTENT

Staff Journey	4
Benefits	5
Context	6
Job Description	7
Person Specification	9
Positive Action Statement	10
Safer Recruitment Process	12

**Tutor
Fellow**

**Associate
Assistant
Headteacher**

Claire Couves



“I get to work with a team of incredible teachers and leaders who are committed to achieving our shared vision. I am constantly inspired by my colleagues and supported to develop.”

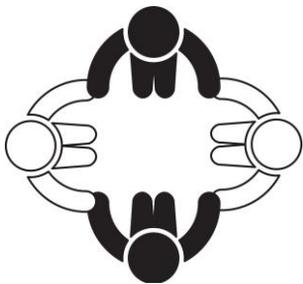
“The mission and ethos of Reach Academy permeates everything that we do.

There is a genuine can-do attitude amongst staff that makes Reach a fun place to work.

If you are passionate about making a difference, then Reach is the place for you.”



Juan Pedroza,
Volunteer at Reach (2012)
to Head of Phase 1 (2021)



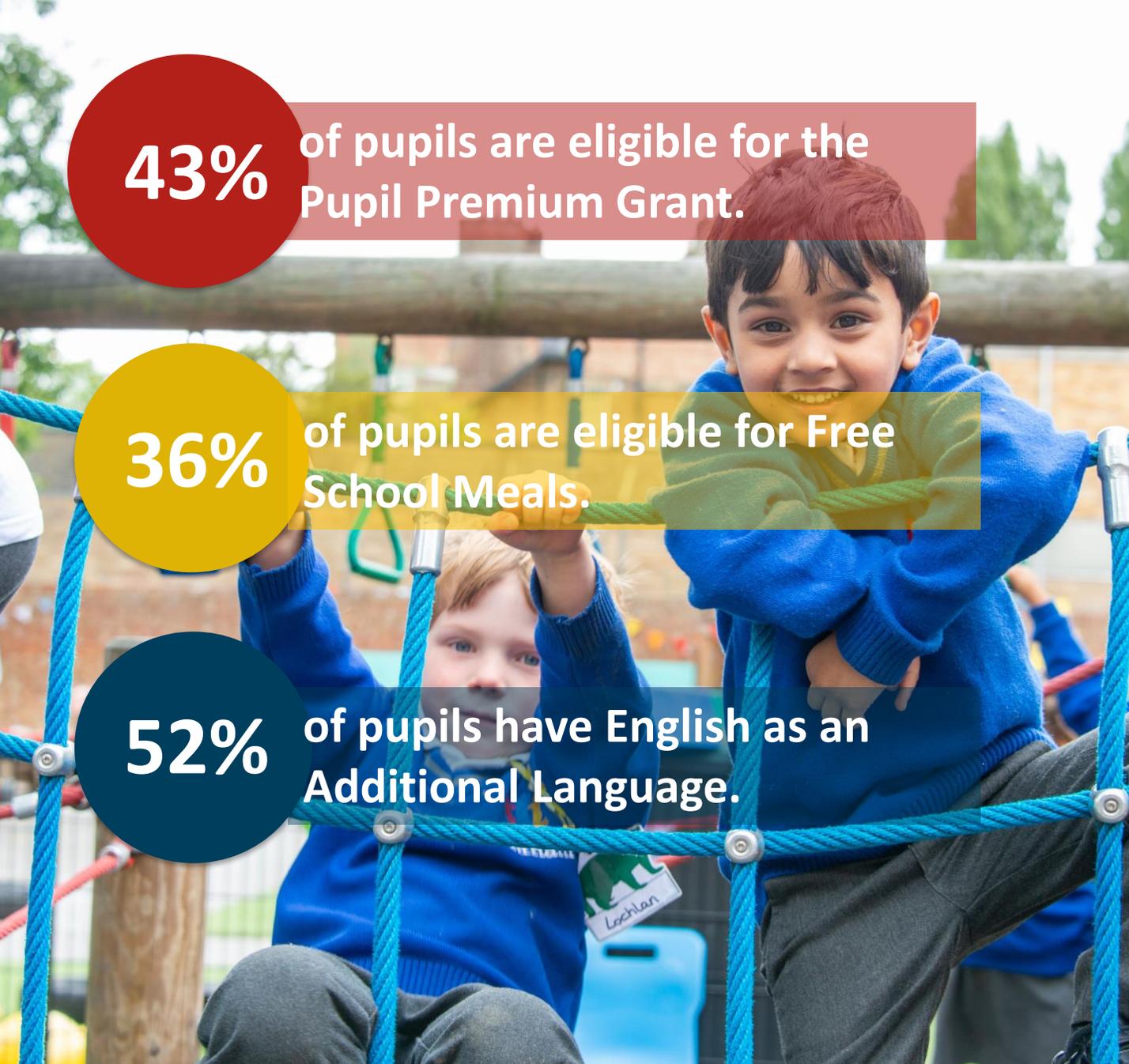
We work as a **team** to ensure the best education for our children.



We strive to be better everyday. Weekly **coaching** is key to this.



We take care of each other. We welcome **flexible** work & families.



43%

of pupils are eligible for the Pupil Premium Grant.

36%

of pupils are eligible for Free School Meals.

52%

of pupils have English as an Additional Language.

With only 60 pupils per year group our school is **SMALL**

We educate children from the age of 2-19 years **ALL-THROUGH**

For all children we have unashamedly **HIGH EXPECTATIONS**

We train teachers to be the very best **THEY CAN BE**

We work hard because we believe in the **VISION**

JOB DESCRIPTION

Premises Assistant (Evenings)

Reports to: Premises Manager

Start date: ASAP

Salary: £23,000

Contract term: Permanent, 40 hours per week. Core hours will be 1-10pm. 25 days annual leave plus bank holidays.



The Role

The role of Premises Officer plays a critical role within the school. The role includes a wide range of duties and responsibilities connected with grounds and security of the school and supervision of lettings.

These responsibilities include security, cleanliness, portering and monitoring lettings. You will be the key contact for all evening lettings. You will be required to support the premises team and respond flexibly to changing priorities and changes in routine.

Job Purpose

You will be part of a team who maintain the safety of the school, including ensuring that the school's policies related to Health and Safety are being followed in all aspects of the school's operations including lettings.

You will ensure the security of the site and be responsible for locking the building. You will be the key point of contact for our lettings and be responsible for setting up and clearing down their spaces. You will build excellent relationships with lettings users and treat them with care, consideration and courtesy in line with the school's vision.

Main Responsibilities

Health and Safety

To ensure that staff are aware of the Health and Safety practices and are operating in line with these and ensure these are explicit.

General site duties

To oversee deliveries, storage and distribution.

To oversee the effective, safe and tidy storage of curriculum and other materials.

To lead on setting up events: furniture and equipment and making good afterwards and managing the calendar.

To support with office/classroom moves or setting up.

To clean and keep presentable the entire school grounds.

To complete cleaning where required,

Portering duties e.g. moving furniture and equipment, dealing with deliveries of goods .

Set up and clear tables and benches for the lunchtime sitting

Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.

Building Maintenance

To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory e.g. cleaning duties such as graffiti removal, litter-picking and leaf clearance.

Undertake regular site inspections and identify and record repair and maintenance requirements liaising with the Premises Manager .

Ensure that pathways and all other external hard surface areas are kept clean, free of litter, leaves and weeds.

Security/lettings

Lock the school building at 10pm after lettings.

Meet and check in lettings groups.

Oversee logistical arrangements for lettings.

Actively supervise lets and patrol the building during lettings.

Manage the car park and security of the building after school hours.

Team wide

To adhere to health and safety and other relevant policies.

To support the pastoral care of pupils, particularly those that are vulnerable.

To align with and uphold the Academy vision, standards of behaviour, discipline and exclusion policy.

Deal effectively and sensitively with child protection issues, including reporting any concerns in line with the school policy.

You will undertake any other duties as directed by the Leadership Team.

Person Specification

- Experience of security (D)
- Experience of cleaning (D)
- An awareness of Health and Safety issues (D)
- Work in an organised and methodical manner (D)
- Previous experience of working in a school or on a site (D)
- Able to respond to changing priorities and a change in routine (R)
- Excellent communicator (R)

We will invest in any necessary training for you.

R = Required

D = Desired



Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.





“My favourite thing about Reach Academy is the teachers. They are all so dedicated and supportive and you can really feel it around the school.”



Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

Reference checking References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.

JOIN OUR TEAM



Reach Academy
Feltham

recruitment@reachacademy.org.uk