



**THE REACH FREE
SCHOOL**

Caretaker

Candidate Pack

**The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB**

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Dear candidate,

Thank you for expressing an interest in this position. The last two years have presented many challenges, not just in education, but in all aspects of life. If this period has taught us anything, it is that face-to-face interaction with people is vital for our wellbeing and development. Academic achievement, our school community and a love of learning are key to this school's ethos. We take great pride in knowing all of our pupils, their strengths, goals and passions and everywhere you turn in this school there are pupils and staff working together to achieve the very best. Hopefully the disruptions of the last two years are behind us and we can now look ahead to what the future holds.



As a school we have continued to expand and develop, building on the significant strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to grow and it is important for us as we enter the next chapter in the history of the school.

Our GCSE and A Level results are strong and we are firmly established in our purpose built school ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you have the passion to contribute to our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher

The School

The Reach Free School is an 11 to 18 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.



All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision making, communication and collaboration and independent, self led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and it is important that our pupils recognise their own responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum is designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil in order for them to maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 700 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

Modern facilities - In September 2018 the school moved to its £19 million new home with first-class facilities throughout.

'Outstanding' Judgements - In February 2019 the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. There were many strengths of the school identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

Transition – From September 2022 there will be five classes in year 7 benefitting from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and help us to understand each child as an individual.

Focus on English and Mathematics – The school specialises in English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Community Common Room – Once a week, all pupils work in groups towards a shared goal for the local community. Working together on a community project develops our pupils as creative, confident and proactive individuals.

Targeted Academic Support Programme - In Key Stage 4 we dedicate time to supporting our pupils, in smaller groups, as they work towards their GCSEs and vocational qualifications.

Technology Rich – All pupils have their own school device and teachers are encouraged to utilise the latest technology to teach in innovative and creative ways.

Expectations

At The Reach Free School we expect all staff to:

- First and foremost have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be committed to supporting other members of staff to ensure the best outcomes for all pupils at the school
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges
- Offer enrichment and extra-curricular experiences related to their subject area and beyond

In return, we offer:

- A unique opportunity to help build on the school's successes to date
- A happy and supportive working environment with high expectations and standards
- The opportunity to be a part of a forward-thinking school
- The freedom and flexibility to carry out their role in a positive working environment
- Access to the latest technology to assist them with their role
- The opportunity to gain and develop a broad set of skills
- Competitive salaries, based on skills and experience
- The potential to become a qualified teacher through our School Direct programme
- A BUPA cash plan to contribute to medical care

The Local Area

The school has been borne out of the need for more education provision in the Mill End, Maple Cross and Rickmansworth area. There is a continuing demand for high quality school places in the local area and the school is helping to meet these needs.





Job description

Job Title:	Caretaker
Reports to:	Admin and Finance Manager
Hours:	Full time (up to 48 hours per week)
Salary:	Academy Trust Payscale based on skills and experience between £27,500 to £31,500 per annum (Term time, plus seven weeks in the school holidays)

Overall responsibilities

To provide efficient and effective caretaking support, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained to a high standard, remain in accordance with the required legislation, and are safe and welcoming for all users.

Main duties

- To maintain the security of the school premises, including the operation of the alarm systems
- To be the main key holder to the premises, and attend call-outs outside of normal working hours
- To report any potential security breaches to the Headteacher
- To report any health and safety concerns to the Headteacher
- To take reasonable action to ensure the operation of drains and other plumbing
- To carry out minor repairs and maintenance not requiring a contractor (i.e. fitting lights, basic plumbing, basic DIY jobs such as installing whiteboards and repairing floors)
- To report the need for any more complex repairs or maintenance to the Headteacher
- To carry out regular health and safety checks on the premises
- To undertake light gardening duties
- To ensure the school site is free from rubbish
- To operate the heating plant, cooling and lighting systems, ensuring efficiency
- To supervise the contract cleaning of the site
- To undertake agreed cleaning duties, including the preparation of waste for collection
- To undertake emergency cleaning duties to ensure a safe and clean environment for staff and pupils
- To ensure the upkeep of all cleaning and other maintenance appliances and materials

- To ensure the adequate supply of domestic consumables in all toilets
- To maintain supplies of cleaning and other maintenance materials, completing order forms as and when required
- To carry out checks on electrical items in and around the school
- To welcome and escort contractors around the site
- To access and action emails on a daily basis
- To attend training courses when necessary
- To carry out all scheduled routine maintenance
- To keep accurate records of all servicing and maintenance that takes place around the site
- To maintain and the school minibuses ensuring they are ready for daily usage
- To prepare the premises for events both during and outside of school hours
- To ensure that the relevant legislation and good practices are continually observed
- To assist in the staffing and security arrangements concerning lettings and events on site
- To run the fleet of mini buses
- To help ensure that teaching and other staff receive adequate support
- To assist any contractors and their staff working on the premises
- To take on day to day operational tasks as necessary
- To take on a supervisory role with students as appropriate
- To help ensure that adequate security is in place to cover the buildings and grounds on a 24/7 basis including effective monitoring of all CCTV cameras
- To help support maintenance, including grounds occupied by the School, equipment, pest control, window cleaning, waste collection and any other external contracts
- To help carry out, with other staff as appropriate, fire safety inspections to ensure the school complies with current regulations
- Create holiday work schedules, ensuring that agreed key tasks are completed
- Developing and maintaining a programme of electrical testing of portable items of electrical equipment including relevant record keeping
- Short, medium and long term programme of repairs and maintenance of the building and site facilities
- Minor maintenance/health and safety, accommodation, resources requests from staff
- To carry out risk assessments as required
- To ensure the maintenance of accurate and up-to-date information/records relating to the areas of specific responsibility
- To help provide/present relevant management information concerning premises and Health and Safety for the school and external purposes
- To help ensure that best practice in energy conservation in the use of heating, light, water etc is developed and maintained
- Purchase of resources in accordance with school policies and procedures
- Identifying resourcing needs and to contribute to the effective use of resources
- To cooperate with other staff to ensure sharing and effective deployment of resources to the benefit of pupils of the school
- To support in the maintenance of pupils' Chromebooks and iPads
- To maintain high standards of professional behaviour towards colleagues and pupils
- To lead by example and wear the designated uniform
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach, and to be prepared for the unusual
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by your line manager

- To show a record of excellent health, attendance and punctuality

Wider Responsibilities

- All staff should share their talents, skills, ideas and enthusiasms for the benefit of the whole school and should be ready to accept responsibilities that extend beyond their role
- Attend to personal professional development and ensure keeping abreast of national, local and school initiatives and best practice
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Carry out other tasks commensurate with their position, as directed by the Senior Leadership Team

Job context

The Reach Free School welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school’s development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

Review of duties

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the employee, be changed.

Salary

The starting salary for this position is £27,500 and is above the living wage for this area. The position is based on nine hours per day, working 39 teaching weeks of the year, plus seven weeks in the school holidays, to be arranged in conjunction with the Admin and Finance Manager and the Headteacher.

Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Experience of providing caretaking and maintenance support in a busy environment • Relevant qualifications, or the willingness to work towards such qualifications • Training relevant to different aspects of the role • Right to work in the UK 	<ul style="list-style-type: none"> • GCSE Maths and English (grade A*-C) or equivalent • Evidence of relevant recent continuing professional development (CPD) • Qualifications/interests relevant to the role

Personal characteristics	<ul style="list-style-type: none"> ● Genuine passion and a belief in the potential of every pupil ● A warm, friendly and nurturing personality ● Keen eye for detail ● Helpful, positive and calm nature ● Meticulous approach to record-keeping ● Ability to follow instructions but make good judgements and lead when required 	<ul style="list-style-type: none"> ● An interest in the education landscape
Skills and Abilities	<ul style="list-style-type: none"> ● Good manual labour skills ● Ability to solve problems and make decisions ● Ability to use initiative to pre-empt further issues ● Willingness to learn new systems and establish new procedures ● Ability to work collaboratively ● Able to communicate with a wide range of audiences, both verbally and in writing ● Commitment to The Reach Free School's core values of achievement, community, and enjoyment (ACE) ● Good numeracy and literacy skills ● Confident and competent use of ICT ● Ability to prioritise effectively 	<ul style="list-style-type: none"> ● Training in first aid
Other qualities	<ul style="list-style-type: none"> ● Good physical health with the ability to carry out manual labour jobs ● Awareness of health and safety requirements related to the role ● A flexible approach to working patterns and expectations, understanding the evolving nature of the school and role ● A desire to succeed in all aspects of the job ● A commitment to the promotion of health, safety and safeguarding of children 	

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Samantha Berman, Headteacher's PA, sberman@reachfree.co.uk

- By post to: The Reach Free School
 Long Lane
 Rickmansworth
 Hertfordshire
 WD3 8AB

Once your application has been received it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at sberman@reachfree.co.uk.

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & Confidential' for the Headteacher. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.

