



**THE REACH FREE
SCHOOL**

Assistant 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 Reach Free School is at an exciting time in its development having just celebrated our tenth anniversary. Academic achievement, our school community and a love of learning are key to this school's ethos and we take great pride in knowing all of our pupils, their strengths, goals and passions. Everywhere you turn in this school pupils and staff are working together to achieve the very best. We have used 2023 to reflect on everything that has been achieved over the last ten years and look forward to what the future holds for the school.



We continue to build on the significant strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to develop 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 solid and we are firmly established in Mill End 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 our pupils must recognise their 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 750 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 2023 we will be reverting to four classes in year 7, having taken an additional form of entry in 2022. Each year 7 class benefits 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 focuses on 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.

Reach Beyond – This is the school's all encompassing wider curriculum, which includes a reading programme for key stage 3, a targeted academic support programme from year 10, our REACH Time PSHE programme and community projects, where pupils work together on local projects. This helps to develop our pupils as creative, confident and proactive individuals. We also have a Reach Out programme for students in the Sixth Form as they prepare for life beyond school.

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 our caretaking staff to:

- Be passionate about their work
- Be committed to securing the best outcomes for all pupils at the school
- Be open to innovative approaches in everyday aspects of school life
- Offer enrichment and extra-curricular experiences
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

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
- Access to the latest technology to assist in developing your teaching and learning
- Competitive salaries, based on skills and experience
- A network of outstanding practitioners to collaborate with and learn from
- The potential for management opportunities
- 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:	Assistant Caretaker
Reports to:	Caretaker
Contract:	Full time
Hours:	Day and Evening shifts (35 hours per week, with potential for overtime)
Contract term:	Permanent, Full time 52 week contract
Initial annual leave:	20 days plus public holidays
Starting Salary:	£25,064 per annum

Overall Responsibilities

This role supports the Caretaker in helping to oversee and efficiently manage the school site, including buildings, grounds, and associated services. You will be required to ensure that the highest standards of health and safety are adhered to at all times. Part of this role also involves ensuring the security of the premises and the contents contained within, in accordance with agreed procedures and practices.

Main duties

To work as part of the premises team to:

- ensure the efficient and effective running of the site
- help ensure that the relevant legislation and good practices are continually observed
- assist in the staffing and security arrangements concerning lettings and events on site
- maintain the security of the school premises, including the operation of the alarm systems
- assist with procedures used in running the fleet of mini buses
- help ensure that teaching and other staff receive adequate support
- assist in ensuring that on a day to day basis the building and grounds are in order, maintaining a smart and clean appearance
- assist any contractors and their staff working on the premises
- take on day to day operational tasks as necessary
- take responsibility for the building management system (BMS)
- take on a supervisory role with pupils as appropriate
- 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
- help support maintenance, including grounds occupied by the School, equipment, pest control, window cleaning, waste collection and any other external contracts
- help carry out, with other staff as appropriate, fire safety inspections to ensure the school complies with current regulations

- support the Caretaker in developing the creation of holiday work schedules, ensuring that agreed key tasks are completed
- maintain a programme of electrical testing of portable items of electrical equipment including relevant record keeping
- plan and deliver the short, medium and long term programme of repairs and maintenance of the building and site facilities
- carry out minor maintenance/health and safety, accommodation, resources requests from staff
- carry out risk assessments as required
- ensure the maintenance of accurate and up-to-date information/records relating to the areas of specific responsibility
- help provide/present relevant management information concerning premises and Health and Safety for the school and external purposes
- help ensure that best practice in energy conservation in the use of heating, light, water etc is developed and maintained
- assist in the purchase of resources in accordance with school policies and procedures
- assist management in identifying resourcing needs and to contribute to the effective use of resources
- cooperate with other staff to ensure sharing and effective deployment of resources to the benefit of pupils of the school
- support in the maintenance of pupils' Chromebooks and iPads
- maintain high standards of professional behaviour towards colleagues and pupils
- lead by example and wear the designated uniform
- report any potential security breaches to the Caretaker and members of the Senior Leadership Team
- report any health and safety concerns to the Caretaker and members of the Senior Leadership Team
- undertake light gardening duties
- undertake emergency cleaning duties to ensure a safe and clean environment for staff and pupils
- carry out duties in a friendly, helpful and professional manner
- have a flexible approach, and to be prepared for the unusual
- continue personal development as agreed at appraisal
- address the appraisal targets set by your line manager
- show a record of excellent health, attendance and punctuality

Wider Responsibilities

- Support with school events as required
- Cover for absent premises colleagues, as necessary.
- Take part in the school's performance management process
- Agree to an Enhanced DBS checking being carried out
- 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 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 Headteacher, be changed. This includes the days of work for part-time members of staff.

Hours and Shift Patterns

The position is based on working 7 hours a day and 35 hours a week. There are two shifts, 8.00am until 3.00pm and 3.00pm until 10.00pm. The Assistant Caretakers will have a two week rota of day time and evening shifts. There is also the potential for overtime on the weekend.

The role offers 20 days of holiday entitlement plus Bank Holidays. With years of service, holiday entitlement can increase up to 25 days. Holidays to be arranged in conjunction with the Caretaker.

Salary

The starting salary for this position is £25,064 and is above the living wage for this area.

Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Right to work in the UK • Willingness to undertake additional training/staff development, as appropriate • Good numeracy/literacy skills • Full UK driving license 	<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 • 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
Knowledge, skills and experience	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Training in first aid

	<ul style="list-style-type: none"> • 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 	
Other qualities	<ul style="list-style-type: none"> • 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 Keri McKay, HR Officer, kmckay@reachfree.co.uk
- By post to: The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB

We will endeavour to acknowledge your application 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 kmckay@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 successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check, as well as in-depth online checks. Non-disclosure may lead to the termination of your employment.

