



Site Technician Application Pack

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, REAch2 Academy Trust



Letter from Miss Helen Bye, Headteacher, Scientia Academy REAch2 Academy Trust

Dear Candidate

Scientia Academy is a two-form entry primary school providing a part time morning and afternoon Nursery. We offer a friendly and stimulating environment, where children are encouraged to become confident, caring, articulate and independent learners on their journey to secondary education and use their abilities to the full. We provide a calm and happy atmosphere and set high standards of respect, courtesy, hard work and achievement for all children and adults.

The school is equipped with modern purpose-built classrooms, state of the art ICT suite and 4D cinema an extensive library, art and craft rooms in an expertly designed learning environment. We offer extended school services, which include Breakfast and After School Clubs. Enriching the curriculum as much as possible through educational and residential trips, visiting speakers and professionals drawing upon the local and wider community. Parents are encouraged to become actively involved in their children's learning through regular coffee mornings, termly review days.

We are very proud of the social and cultural diversity of our school. The children and staff come from a variety of backgrounds and cultures and we aim to celebrate the richness that this brings to the school. This diversity is reflected in our curriculum, our policies and procedures and our school environment.

At Scientia the staff are committed to provide excellence in teaching and learning for every child in our school. We are looking for people who will bring these traits to our school as well as complementing the collegial atmosphere that already exists here at Scientia. If you feel that Scientia is the right type of environment for you then we would love to hear from you.

Miss Helen Bye

Headteacher, Scientia Academy REAch2 Academy Trust

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

The role

Site Technician

Role : Site Technician

Location: Scientia Primary Academy, Mona Road, Burton on Trent, DE13 0UF

Hours Part Time / All Year Round – 30 hours per week over 52 weeks

Salary: Grade 3, scp 3 to 4 £18,562 to £18,933 pro rata – Actual Salary £15,050 to £15,351

Closing Date: Monday 17th January 2022

Start Date: Immediate

About the Role:

Scientia Academy is a purpose-built primary school, set in beautiful grounds, for children aged 3 to 11 years old located less than a mile away from the centre of Burton upon Trent and close to the villages of Stretton, Branston & Swadlincote and within half an hour's car journey to Derby.

The school opened in 2013 and boasts a state-of-the-art ICT suite and 4D cinema and extensive library.

We are now a popular, over-subscribed school, with a thriving nursery which offers a 30 hours' provision for working parents with a Wrap Around Care with a busy Breakfast and Afterschool Club.

Who are we looking for?

Maybe you are looking for your first foot on the ladder in your site management career or maybe you are looking to step away from the responsibility of people management and be more hands on.

Either way, we would love to hear from you if you are a dab hand at DIY / repairs and are:

- positive with a can do attitude
- able to work with minimum supervision

- a good communicator and team player;
- able to follow agreed procedures and Health & Safety regulations in accordance with Health & Safety considerations in respect of site and building security duties.

In return, you would be joining REAch2, the largest and one of the most successful primary Trusts across the country and in addition we can offer you:

- an extremely supportive and friendly team;
- membership of the Local Government Pension Scheme;
- high quality Continuous Professional Development;
- free and confidential access to REAch2's Employment Assistant programme manned by qualified counsellors 24 hours / 7 days per week;
- a rewarding job where no two days are the same;
- free car parking;
- generous annual leave entitlement.

School visits are available, please contact the school office on 01283 248 100 to arrange a suitable time.

Please submit a completed application form to: recruitment@scientia-academy.org.uk.

Shortlisting: Wednesday 19th January 2022

Interviews: Wednesday 26th January 2022

Additional Information

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.

Scientia Primary Academy and REAch2 are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with a Children's Barred List Check and two satisfactory references.

Job Description Site Technician

Core Purpose

To work under the direction and instruction of senior staff to provide routine cleaning and/or caretaking tasks to support the effective operation of the school.

Security and Safety

- Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out.
- Check that the heating and lighting systems are operating satisfactorily and checking their efficiency with regard to energy conservation.
- Check fire and/or security alarms are working satisfactorily.
- Ensure that premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.
- Maintain vigilance for Health and Safety concerns in and around the building including checking outside area for syringes, broken glass etc. and disposing appropriately.

Maintenance and Cleaning

- Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements.
- Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
- Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after contractors during school closure periods.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed and furnishings cleaned.
- Remove spillages and resultant stains from floors and other surfaces.
- Carry out the removal of debris from gullies, drains etc. and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis.
- Ensure clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).

Minor Repairs

- Minor repairs to include minor plumbing, joinery, electrical work and internal decoration and maintenance, e.g. replacing door handles, replacing light bulbs/plugs with appropriate training.
- Minor plant maintenance in accordance with agreed working practices e.g. lubrication of heating pumps as appropriate.

Painting and Decorating.

- Temporary making good of colour wash, e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage.
- To undertake repairs, projects and redecoration tasks as appropriate.

Joinery

- Minor repairs to fixtures and fittings such as replacing locks.
- Minor repairs to furniture, replacing door and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.

Plumbing

- Unblocking sinks, traps and waste pipes. Adjustment and rewashering of taps. Stopping leaks.

Resources

- General portage and collection activities as required including setting up and clearing away furniture.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
- Attend to the replacement of paper towels, toilet rolls and soap in toilets and teaching areas, e.g. Technology, Science, Art and Craft.

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Health and Safety

- The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.

Additional Information

Scientia Primary Academy and REAch2 are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with a Children's Barred List Check and two satisfactory references.

The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment.

Person Specification – Site Technician

	Essential	Desirable
Right to work in the UK	*	
Qualifications and experience		
<ul style="list-style-type: none"> NVQ 2 Building Maintenance & estates service, or equivalent qualification in a relevant discipline. Hold a recognised Health and Safety qualification Experience of working in a security, safety, cleaning or maintenance environment ideally in a primary school or other educational setting. Significant experience or skills in a trade. 	*	* *
Knowledge and Skills		
<ul style="list-style-type: none"> Good understanding and ability to use specialist equipment/resources. Working knowledge of Health and Safety codes of practice and legislation. Customer focused. Good communication, numeracy literacy and ICT skills. Ability to adapt flexibly to changing and conflicting demands. Ability to adhere to the school's policies and procedures, most importantly the equal opportunities policy, child protection policy and all health & safety related policies. Ability to comply with health & safety regulations to ensure that all duties are carried out safely. 	* * * * * *	
Personal Attributes		
<ul style="list-style-type: none"> Open, honest and an active listener. Positively communicates, making communication clear and accessible, Takes responsibility and accountability. Accepts, supports and quickly implements change. Proactively seek opportunities to increase job knowledge and understanding. Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. Works with others to resolve differences of opinion and resolve conflict Requires minimum supervision. Identifies and overcomes barriers and manage risks. Takes quick and effective action. 	* * * * * * * *	
Commitment to promote and support the aims of REAch2	*	