



FACILITIES SERVICES APPRENTICE Recruitment Pack

The Devonshire Hill Nursery and Primary School

Successful Learners

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Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in applying for the position of Facilities Services Apprentice at The Devonshire Hill Nursery and Primary School. This is an exciting and unique opportunity to work in a friendly and successful school, and to make a marked contribution to help shape its future and continue building on its successes.

In line with Haringey's Safer Recruitment policy, we ask that all parts of the application form are completed, and any gaps in employment history (with dates) clearly marked within Section 3.

Note that referees will be contacted, in advance, for those applicants selected for interview. Additionally, as this position involves close work with children, an enhanced DBS will be sought.

I look forward to receiving your completed application in due course. In the meantime, please note that visits to the school are welcomed and strongly advised.

Yours sincerely,

Julie D'Abreu
Headteacher

About The Devonshire Hill Nursery and Primary School

We are a Haringey Council Community School, with children aged from 2 to 11, situated in Tottenham. The majority of our families live locally to the school, many in the White Hart Lane Ward. Our school is two form entry from Reception to Year 6. We have a nursery that offers part time places of 15 hours spread equally over the week of either morning or afternoon sessions for children age 2, 3 and 4. We also offer 30 hours spread equally over the week which includes the children's care across lunchtimes.

Devonshire Hill is a successful school with a solid history of success, attaining Ofsted Good in October 2016. Our results in 2016/2017 put us in the Times Top 10 performing schools in Haringey. We were also commended by the Rt Hon Nick Gibbs for having progress from KS1 – KS2 in the top 2% of schools nationally and recognised by the Mayor of London's Schools for success

The staff and Governors at our school are committed to providing the very best learning opportunities for your child in a safe, secure and friendly community environment. We provide very high quality education with a strong focus on teaching children key skills in English and maths. Alongside this we teach an exciting themed curriculum, including many learning experiences outside of the classroom through a range of school trips and by inviting experts into school.

During your child's time in our school, alongside the full statutory curriculum they will have the opportunity to learn to speak Mandarin, learn to play an instrument, learn to swim and to visit many places of interest including a residential to Pendarren House in Wales (Year 6).

We have a strong focus on using technology as a learning tool and the children have access to a range of technology including the use of netbooks and tablets.

We have our newly established 'STEAM Engine' which is a dedicated classroom for Science, Technology, Engineering, Maths and Art & Design work. This resource is equipped with the highest technologies to enable children to experience really exciting practical learning.

The school offers a range of extra-curricular activities before school, during lunchtimes and after school.

We work in partnership with Tottenham University, Into University and the Brilliant Club. This offers our children the opportunity to visit high achieving universities and to undertake assignments and projects at a high academic level.

The school works with a range of organisations to promote careers and every year we have a work/careers week whereby every child has an opportunity to experience a range of different work places such as banks in the city, being a 'Chef' for the day and what it would be like to be a Fire Fighter!

We have the highest expectations of all our children and we expect them to aim high and to achieve their full potential academically and with their personal social development both in and out of school. We have a strong belief in good behaviour and good manners with an emphasis on caring for each other and taking on responsibility, which is one of our eight school House Characteristics. All staff and children from Year 1 to Year 6 are placed into one of our four 'Houses' and will be in friendly competition each week to score individual and team House points!

We want all our children to go onto secondary school ready to further develop their lifelong love of learning, with a solid foundation in the core skills enabling them to build upon these skills, and to become confident, successful and responsible citizens for the future.

If you would like to find out more, I would be delighted to show you around.

Julie D'Abreu
Headteacher

Job Advert

JOB TITLE	: Facilities Services Apprentice
RESPONSIBLE TO	: Site Manager / Business Manager / Headteacher
PAY SCALE	: £14,829.18 per annum (National Living Wage £246.97 per week for the first 6 months & £323.38 thereafter, subject to probation)
TERMS	: 30 hours per week, 52 weeks, fixed term for 15 months (to develop into a split shift work pattern following an initial period of shadowing)

We are looking to appoint a dedicated and adaptable Facilities Services Apprentice to join our school community. The successful candidate will be keen to learn and be able to demonstrate real initiative and responsibility in the role.

This is a fantastic opportunity to contribute to the success of the school and gain valuable work experience while achieving a formal qualification (*Level 2 Facilities Services Operative*) under the apprenticeship framework.

We are located a short walk from White Hart Lane overground Station or a short bus journey from Wood Green underground station. Visits to the school are warmly encouraged. To find out more about life at Devonshire Hill, please visit www.devonshirehill.com

Our school can offer you:

- Valuable opportunities for personal and professional development.
- A welcoming and supportive community of talented and passionate professionals.
- Access to an employee assistance programme.

The successful candidates will need to:

- Have excellent interpersonal skills with a wide range of stakeholders, including children
- Understand and contribute towards the achievement of the school's wider goals
- Demonstrate fantastic resilience with a real 'can do attitude'
- Be commitment to continuing professional development
- Have a willingness to go over and above 'the call of duty'
- Have good communication skills and good sense of humour.

The Devonshire Hill Nursery and Primary School is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks.

Visits to Devonshire Hill are warmly encouraged and can be organised by contacting the School on 020 8808 2053 or by emailing admin@devonshirehill.haringey.sch.uk.

Please visit www.devonshirehill.com/vacancies for further application documentation.

Closing date: Friday 17th January 2020 (noon)

Interview date: Week commencing 20th January 2020

Start date: January 2020 (or as soon as possible thereafter)

The Devonshire Hill Nursery and Primary School is an equal opportunities employer. Our environment is diverse in character and in its student population and we aspire to reflect this diversity in our staff. We positively welcome applications from minority groups. We are committed to safeguarding and promoting the welfare of children. This is reflected in our rigorous approach to the recruitment and professional development of staff. The successful applicant will be subject to an enhanced DBS check.

Job Description

JOB TITLE	: Facilities Services Apprentice
RESPONSIBLE TO	: Site Manager / Business Manager / Headteacher
TERMS	: 30 hours per week, 52 weeks per annum

As part of the Site Team, the facilities services apprentice will play an important role in ensuring the general maintenance and cleanliness of the site in order to provide a safe, secure and healthy environment for pupils, staff, parents, visitors and other users. The post holder will also share responsibility for site security including ensuring buildings and grounds are appropriately locked and unlocked.

This apprenticeship is a work-based learning opportunity which allows the post-holder to bridge the gap between full time education and employment by offering paid work experience which leads to the individual achieving a competency based formal qualification. The post-holder is expected to meet all requirements of the training provider and their qualification.

MAIN DUTIES AND RESPONSIBILITIES

The apprentice will be expected to:

- Acquire knowledge and understanding of what it takes to keep a school environment fit for purpose.
- Learn to understand the mechanism of buildings including electrical, plumbing, plant, safety systems and other maintenance requirements.
- Provide prompt and appropriate first response to reported faults and incidents, whilst maximising quality and ensuring cost effectiveness
- Ensure prevention of major damage that could result in extensive costs and minimise reactive intervention.
- Communication and interact appropriately and professionally with a wide range of stakeholders including other staff, contractors, parents/carers and children.

Main duties are listed below. However, the apprentice is expected to undertake any other duties that may be reasonably required both in the workplace and as part of the qualification.

Security responsibilities include emergency, security, fire and safety procedures; locking and unlocking and ensuring locks, doors and gates are in good order; setting alarm systems and reporting defects.

Health & Safety responsibilities include making safe or condoning off any hazards; ensuring fire escape routes are kept clear; maintaining good housekeeping including the appropriate storage or disposal of resources, rubbish and recycling. Sweeping and removal of all litter and debris from paths, play areas, grassed areas, flowerbeds and entrances.

Cleaning responsibilities include supervision, organisation and monitoring of cleaners, ordering cleaning materials, clearing of paths, drains, gullies etc. and salting frozen paths. To clear away bodily fluids where necessary and keep the site fit for purpose. To undertake routine cleaning duties and provide cover support if required.

Heating responsibilities include the operation and routine maintenance of physical and electronic control systems. Be aware of the financial and environmental cost of inefficiency and support energy conservation procedures.

Porterage duties include taking delivery and distributing supplies; moving furniture and equipment; and movement of perishable items such as fruit and milk. Preparing and setting up halls for functions and regular activities.

Maintenance duties include general practical 'handyperson' repairs to furniture and building fabric; reporting when more major repairs are required; and overseeing the work and behaviour of contractors whilst on the premises. Appropriate painting and decorating.

Please Note:

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

All staff in school are expected to:

- Demonstrate commitment in line with the school's high expectations
- Keep senior leaders accurately and robustly informed of the varying needs of pupils and ensuring that the well-being of pupils is paramount.
- Keep up to date with DfE and Ofsted guidance, and the school website, to accurately inform stakeholders as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, whistle-blowing, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Be aware of and comply with the code of conduct, including the school's dress code.
- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equality Policy.
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances.
- Carry out all duties with due regard to Health and Safety Regulations. Under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work and co-operate in meeting statutory requirements.
- Be aware of and comply with the requirements of the Data Protection Act (DPA), which enacts the General Data Protection Regulation (GDPR).
- Respond confidently and professionally to parents/carers, visitors and colleagues at all times, using that the confidentiality of pupils, families and staff is respected.
- Identify own areas for professional development, commit to the school's ethos of educational lifelong learning and participate in the agreed scheme for staff development, training and appraisal.
- Participate actively in House activities; all staff are allocated to one of four Houses.
- Support Parent/ Staff Association activities.

Person Specification

Job title	: Facilities Services Apprentice
Responsible to	: Site Manager / Business Manager / Headteacher

All post-holders are expected to demonstrate a commitment to equal opportunities and an ability to work effectively within a culturally and linguistically diverse community. This person specification is related to the requirements of the post as determined by the job description. Short-listing is carried out on the basis of how well you meet the requirements of the person specification and you should refer to these.

EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> - Basic knowledge of building maintenance. - Basic experience of using ICT for communication and inputting and recording data. - Work experience in the chosen vocational area. (desirable) - Understanding of Health & Safety regulations in schools including COSHH guidelines (desirable)
QUALIFICATIONS:	<ul style="list-style-type: none"> - 5 x GCSEs at A-C level, including English & Maths
PRACTICAL SKILLS:	<ul style="list-style-type: none"> - Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items - The ability to work flexible hours - Effective verbal communication skills - Good numeracy & literacy skills - Strong organisational skills - The ability to prioritise own workload - The ability to work unsupervised - The ability to supervise the work of others - The ability to liaise effectively with other staff, contractors and visitors to the school
PERSONAL QUALITIES & ATTRIBUTES:	<ul style="list-style-type: none"> - A willingness to take on responsibility - Team player - Understanding of the need for confidentiality - Flexibility and ability to use own initiative - Positive and outgoing nature - Good sense of humour with a determination to be the very best!

Guidance Notes to completing your application form

APPLICATION DEADLINE

Completed application forms must be received by noon by **noon, Friday 17th January 2020**. There are three available channels for application documents submission.

- Email your application form and other supporting documents to: recruitment@devonshirehill.haringey.sch.uk with your initial, Surname and the position you're applying for in the subject line; e.g. JBloggs – Teaching Assistant;
- Post application form and other supporting documents to: **Headteacher, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB**;
- Hand deliver application form and other supporting documents to: **Headteacher, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB**.

HOW TO COMPLETE YOUR APPLICATION FORM

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

1. PERSONAL DETAILS

Where it says 'known as', this is for example if your official documentation shows you as 'Elizabeth', but you like to be known as 'Liz'.

WORKING IN THE UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK.

We always need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status, then you should contact the Home Office.

2 to 3. PRESENT OR MOST RECENT EMPLOYMENT/ PREVIOUS EMPLOYMENT

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. *We may ask for references to cover a full five-year history, which may include time spent at school/further education. For this five-year history please provide full postal addresses, including postcodes.

If you were employed by an agency during that time we need to know the agency details and the companies that you were placed at.

If you have been self-employed during the last five years, this means that we will need to see your tax returns for that period if you are successful.

If you have been claiming benefits in the past five years we may contact the Benefits Office to verify this if you are successful.

4. QUALIFICATIONS & TRAINING/ PROFESSIONAL QUALIFICATIONS

Please give details of your education, qualifications and training, starting with secondary school.

PROFESSIONAL QUALIFICATIONS

If we have requested that you have a professional qualification for this job (like QTS, HLTA status), you will need to provide us with the relevant original certificates/registration documents. Certificates for any other qualifications listed in your application may also be requested.

5. TRAINING COURSES ATTENDED IF RELEVANT

Mention any short courses that you have attended, including dates, that are particularly relevant to the job you are applying for.

6. SUPPORTING STATEMENT & ACHIEVEMENTS

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give specific examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done which tells us about the skills that you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

7. REFEREES

You should provide the names and the addresses of two people who know you and who are able to comment on your suitability for the post. One of these should be your current or most recent employer. If you are a school or college leaver, give your head-teacher's or your tutor's name. It is always advisable to make sure that your referees know you have used their names before we contact them. The appropriateness and accuracy of references will be checked. You are also advised that any previous employer may be contacted to verify the details you provide.

8. REHABILITATION OF OFFENDERS ACT / DECLARATION

Please read this carefully before completion.

The DBS an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

Our borough's DBS & Rehabilitation of Offenders Policy is available upon request.

You can get more information about the DBS at [DBS Online](#)

All applicants are required to complete the online DBS form even if you do not have a criminal record.

We do not exclude people who are related to, or have a close personal relationship with our councillors, employees or school governors. We will make sure that they do not take part in the selection for this post.

9. MONITORING

This Authority has an Equal Opportunity in Employment Policy, which we ensure that we monitor to ensure that our employees reflect the community that we serve. The information provided will be treated in strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.

Equality Statement

We at The Devonshire Hill Nursery and Primary School understand that the Equality Act 2010 combines and builds upon the existing legislation covering discrimination and promotion of equality of opportunity.

We recognise that this Act brings together into one Act those areas now known as 'protected characteristics' that qualify for protection from discrimination such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We believe that everyone has the right to be treated with dignity and respect. We are opposed to any direct or indirect discrimination against individuals or groups whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We have high expectations of all pupils from across the ability range by aiming to provide them with every opportunity to succeed by providing the highest standards of teaching and learning within a curriculum that is broad, balanced, differentiated, relevant and exciting. We will monitor the progress of all pupils in order for them to achieve their expected targets.

We are opposed to any member of the school personnel or others connected with the school being victimised, harassed or bullied by another based on assumptions about their status in the afore mentioned categories or on any other grounds. Also, we will not discriminate against anyone because of their political affiliation.

In order to achieve the aims of this policy we will take measures of positive action to encourage or facilitate the employment or training of minority or disadvantaged groups as we recognise that the avoidance of discrimination is not sufficient in ensuring that equality exists in this school.

We work hard to maintain a positive ethos where all members of the school community work well alongside each other developing positive working relationships.

We want pupils to come to school to enjoy the meaningful experiences that we offer and where they feel valued and special. We want them to have a sense of pride in themselves and their school.

We want school personnel to see the importance and derive a sense of fulfilment from their work in school but above all we want them to feel valued by everyone in the school community.

We wish to work closely with the House Captains and House Representatives to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We aim to be judged at least good in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Safeguarding Written Statement

The Devonshire Hill Nursery and Primary School is a safe place for children, where our responsibilities for safeguarding children are taken seriously.

Through our curriculum we teach the children about personal safety, and how to keep themselves safe from harm.

There is a strong anti-bullying ethos evident throughout the school. We teach our children how to recognise bullying, how to keep themselves safe from bullying behaviour and how to report it. We listen to our children.

Our curriculum includes opportunities to discuss feelings and emotions, and helps children to think about their own personal safety and their rights as individuals to be kept safe from harm.

We teach our children about the uses and misuses of drugs, at an age-appropriate time and level.

Our sex education program teaches children about keeping themselves safe from harm, at an age appropriate level.

We have clear guidance to help children to use the Internet safely.

Our policies and agreed practices for child protection, health and safety, behaviour management, attendance and looked after children all comply with the recommendations of safeguarding children at school. We have a trained and designated child protection officer and deputy officer, and a designated governor with responsibility for child protection practices at the school.

We have policies to manage potential allegations against staff, whistleblowing and the use of physical intervention.

Our staff recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements. We always pursue identity checks and qualification checks and we take up and scrutinise written references before employment.

We require evidence of enhanced Disclosure and Barring Services (DBS) clearance before employing any staff, in addition to pursuing List 99 checks.

All governors, voluntary helpers, supply teachers, agency staff, and outside club and coaching staff are required to provide evidence of enhanced DBS clearance.

The governing body is regularly updated about child protection, bullying and safeguarding policies and practices by the Headteacher.

It is the responsibility of every adult in the school to ensure that we maintain the highest level of awareness about possible unsafe practices and deal with any issues immediately and appropriately.

This Safeguarding Statement should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy and Principles;
 - Health and Safety Policy;
 - Online Safety Policy;
 - Disclosure and Barring Services Checks Policy;
 - Anti-Bullying Policy;
 - Supporting Pupils with Medical Conditions Policy;
 - Lettings Policy.
 - Sex Education and Relationships Policy;
 - Attendance and Truancy Policy;
 - Drugs;
 - Safer Recruitment Policy;
 - Whistleblowing Policy;
 - Pupil Behaviour and Discipline Policy;
 - Staff Handbook;
-