

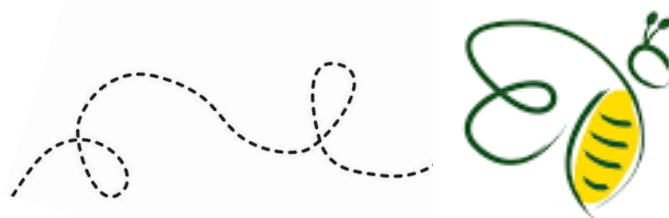


Recruitment Pack



Welcome to Bassett Green Primary School

Thank you for your interest in working with us. We are a friendly, caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of memorable and exciting learning opportunities both within and outside the classroom.



This recruitment pack includes:

Our School

Brief outline of who we are and what we do

Bassett Green Primary School Vision and Values

This document outlines the strength of the ambitions that we have for our school and our vision for all of the children in the school.

Job Advert and How to Apply

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

Headteacher's Welcome

Dear Applicant,

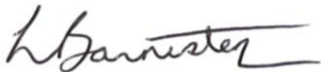
Thank you for showing an interest in the post advertised at Bassett Green Primary School.

Should you decide to apply for a position, you will be joining our school at an incredibly exciting time. The school is on a rapid school improvement journey and we are making great progress, we have established a solid foundation on which to build a truly excellent school. I am looking forward to appointing new team members with the drive, ambition and skills to help create the outstanding school, which our wonderful learning community rightly deserves.

We are proud to be a member of the Aspire Trust, which is a forward-thinking co-operative Trust. You will join a team of professionals who are welcoming, compassionate, highly motivated and will promote high expectations and aspirations. We refer to our school team as the Bassett Green family and a visit to our school will demonstrate why.

We look forward to welcoming you to Bassett Green Primary School and would highly recommend visiting our website where you can read our latest [Ofsted report](#). Here you will find plenty of content, including our [school prospectus](#).

With very best wishes,

A handwritten signature in dark ink, appearing to read 'L Bannister', with a stylized flourish at the end.

Lucy Bannister
Headteacher

Our School

Bassett Green Primary School is situated in the heart of the Bassett community. It benefits from a large site and grounds with ample space for learning and discovery. Every classroom features an interactive whiteboard and has been designed to be child-centered and empower independence. Lessons take place in a range of settings; from ICT suite to our 'Nurture Reserve' sensory garden, to one of our two well equipped libraries. We also have numerous learning spaces suitable for small group activities. We are currently developing our outside space as we believe children are healthier, happier and more creative when they are connected to the natural world. Plans will include a nature and wildlife area with a dipping pond, a cultivated garden for growing our own vegetables and a space for developing our teambuilding and resilience through den building.

We are a close-knit community and our family ethos is important to us. We have 14 classes, an IT suite, 2 libraries and large grounds. Children start their journey with us when they are 4 years old and continue until the age of 11 before transitioning to secondary school.

Our Children

At Bassett Green Primary School we value the uniqueness of all our children and establish an ethos that develops the 'whole child'. Children are encouraged to be inquisitive, lifelong learners. Our dedicated staff recognise and support a diversity of needs relating to learning, health, mental wellbeing, behaviour, emotional and physical requirements, ensuring all our children feel safe, secure and are able to 'Be Brave, Be Brilliant and Be our Best'.

Aspire Trust

Bassett Green Primary School is part of the Aspire Community Trust. We are a small group of nine schools who formed a Trust in 2017 to further make a difference to the lives of our children, their families and our staff. Further information can be found on the [trust website](#).



What do our staff say?

-  "I love the community feel of the school. I love the diversity of the children and adults; it feels like a real family. We always pull together and work tirelessly to ensure that the children are getting the best education they can have."
-  "There is an amazing team spirit with the entire school staff and a great feeling of working within a community that really cares about the well being and education of each and every child."

What do our children say?

-  "There are lots of clubs to do with friends and use up energy!"
-  "The trips are great experiences to help us with what we're learning about."

What do our parents say?

-  "...The core to a successful school is the leadership team, and it's clear the leadership team at Bassett Green School is like no other. And it does not end there, every single member of staff is amazing, their commitment and dedication is of a very high standard."
-  "The teachers and staff work tirelessly... we're so very grateful for everyone's hard work."
-  "I cannot explain in words how happy I am that my kids are at Bassett Green School."

What we can offer you

-  A school ethos where staff, children, parents and families are valued
-  An ambitious, forward thinking and supportive team of staff and senior leaders
-  A vibrant, multi-cultural working environment
-  The chance to be part of an exciting school improvement journey, which will make a real impact and change the life chances of children in our community
-  Extensive opportunities for professional development both in-house and across our Co-Operative Trust- Aspire
-  A family ethos where everyone's well-being is important, with a wellbeing package available to all staff



Our Curriculum Vision

At Bassett Green Primary School, we all have the chance to shine and achieve ambitiously in our curriculum, which is:

-  Framed by British values and personal development
-  Knowledge rich to help us know and remember more
-  Enjoyable, aspirational and cross curricular
-  Purposeful and related to the community we live in
-  Full of unforgettable moments in and outside of school
-  Preparing us to be resilient innovators and problem-solvers of the future

Our children have the opportunity to thrive in a rich curriculum, which builds on their prior learning in a range of exciting and engaging ways. We have designed our curriculum to be cross-curricular to help our pupils to make important links in their learning, and to be meaningful, so that children understand the relevance of their learning. Enrichment experiences form an integral part of the curriculum at Bassett Green Primary School. There are many opportunities for children to deepen their understanding through visits and visitors, special hands-on 'hook' days, arts weeks, outside learning and sporting activities.



Vision and Values

At Bassett Green Primary School, each child is at the heart of all that we do. We aim to guide and support children's development, shaping them for life as well as giving them the essential tools for learning.

We aim to:

-  Inspire a passion and thirst for memorable learning and lifelong learning
-  Provide our community with the best life chances to thrive and achieve
-  Give children the knowledge, skills and values to succeed
-  Enable all to make a positive impact within the community and the wider world
-  Ensure every child is successful at school and beyond.

Our four core school values have been developed in consultation with our children, parent's staff and governors. They underpin everything that we do in our school they are Respect, Challenge, Resilience and Teamwork.



Cleaner Vacancy – Temporary contract

Grade 3 SCP 3 pro rated annual salary £5,026 (FTE £24,796)

7.5 hours per week

52 weeks per year

Working hours: Monday-Friday (1.5 hours per day, outside of the school day, mornings or evenings negotiable)

Contract: Temporary to cover long term staff absence

Start date: To start as soon as possible

This is a fantastic opportunity for a candidate to become part of the 'Bassett Green family' to support with cleaning at our school. The successful candidate will join a motivated site team playing a vital role in ensuring our school site is cleaned effectively for both fellow colleagues and pupils.

We are seeking to appoint a motivated, enthusiastic person who is a team player, well-organised and shows initiative and dedication towards maintaining our wonderful school site.

The role will be working throughout the year.

Key tasks will include: -

- To clean, wash and sweep the designated areas as appropriate;
- To empty litter and waste bins;
- To polish and dust furniture, fittings and flooring;
- To use powered equipment (e.g. vacuum cleaners, polishers) where appropriate;
- To contribute to maintaining a safe and healthy environment for children and adults, adhering to all Health and Safety regulations and requirements.

We can offer you:

We can offer the successful candidate a supportive, welcoming and friendly working environment working together to achieve one goal to provide the best education and learning outcomes for our children. We also offer staff wellbeing incentives. We feel that it is important to recognise that work should and can provide more than just an income for all our employees. We will also provide training where appropriate for the candidate if the job requires it.

Job Description

PURPOSE OF THE JOB

As part of a team, to keep designated areas of the school in a clean and hygienic condition. The designated areas may include classrooms, corridors, offices, toilets and wash areas and may vary between term time and school holiday periods.

KEY ACCOUNTABILITIES

- To clean, wash and sweep the designated areas as appropriate;
- To empty litter and waste bins;
- To polish and dust furniture, fittings and flooring;
- To use powered equipment (e.g. vacuum cleaners, polishers) where appropriate;
- To contribute to maintaining a safe and healthy environment for children and adults, adhering to all Health and Safety regulations and requirements.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.
- Adhere to all school policies.

OTHER DUTIES:

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Person Specification

The recruitment process will test candidates against the criteria below.
5 being post important.

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
Previous experience of cleaning a large building and using industrial powered cleaning equipment	To clean the school to a high standard	Desirable now, but training will be given	4
Basic awareness of health and safety issues	To ensure that duties are carried out in a safe manner and that machinery is operated correctly and safely	Desirable now, but training given	4
Basic First Aid certificate	To administer basic First Aid if required	With training	3
<u>MENTAL SKILLS</u>			
Ability to concentrate for short periods of time	To operate machinery safely and in accordance with health and safety requirements	Now	5
<u>INTERPERSONAL & COMMUNICATION SKILLS</u>			
Ability to communicate verbally with work colleagues		Now	5
Ability to work well as a member of a team		Now	5
<u>PHYSICAL DEMANDS</u>			
Reasonable level of physical fitness required	To undertake cleaning duties and operate machinery	Now	5

<u>INITIATIVE & INDEPENDENCE</u> N/A			
<u>MENTAL DEMANDS</u> Ability to concentrate for short/medium periods of time	To operate machinery safely and in accordance with health and safety requirements	Now	5
<u>EMOTIONAL DEMANDS</u> N/A			
<u>RESPONSIBILITY FOR PEOPLE</u> Understanding of key safeguarding issues and procedures Basic understanding of health and safety issues	To ensure correct reporting and monitoring of any safeguarding issues arising across the school To ensure that duties are carried out in a safe manner and that machinery is operated correctly and safely	Awareness of the sensitivity of these issues now. Training in school procedures given Desirable now, but training given	5 4
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u>	To use appropriate equipment and machinery carefully and safely	Cleaning of school premises, training given	4

How to Apply

Bassett Green Primary School is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. This vacancy is subject to SCC Safer Recruitment procedures, including a satisfactory Enhanced Disclosure and Barring Service (DBS) check and a children's barred list check / prohibition from teaching check. We will also conduct online searches of shortlisted candidates, in line with our safeguarding checks and the updated guidance 'Keeping Children Safe in Education'.

Please contact the Senior Finance & HR officer, Elizabeth Davies via email recruitment@bassettgreen.net if you would like to discuss the role in more detail, or to arrange a tour of the school.

Closing Date: The application period is open until a suitable candidate is hired.

Interviews will be conducted on school site. To submit an application, please complete the application form, which can be found on our website www.bassettgreen.net/vacancies and email it to recruitment@bassettgreen.net





Honeysuckle Road, Southampton, SO16 3BZ

02380 676 262

recruitment@bassettgreen.net

