



GREENSHAW
LEARNING TRUST



Site Assistant

Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Site Assistant working as part of our Bracknell hub out of Brakenhale School.

Our schools are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty four schools: eleven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Greenshaw Learning Trust and all of our schools are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Trust and individual school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by emailing jfisher@greenshawlearningtrust.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Julia Fisher
Regional Estates Manager

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,400 people and educates nearly 22,000 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

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| Line Managed by: | Hub Site Manager |
| Contract: | Permanent |
| Salary: | Salary calculated in line with NJC Fringe pay scale, points 6-10 (FTE £24,582-£26,234) (Starting salary will be determined based on qualifications and experience) |
| Hours of Work: | 37 hours per week, full time, all year round |
| Work Shift: | Varying start/ finish times from 8am-6pm A flexible approach to working hours is required in accordance with operational requirements |
| Place of Work: | Based in the GLT Bracknell Hub incorporating: The Brakenhale School and Greenshaw Learning Trust Primary Schools in Bracknell currently including: <ul style="list-style-type: none"> • Crown Wood Primary School • Wildmoor Heath Primary School • Sandy Lane Primary School |
| Medical Examination: | The appointment is subject to a satisfactory medical report |
| Superannuation: | Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org |
| Holiday Entitlement: | The annual holiday entitlement is 23 days plus 2 extra-statutory days for full time staff. |
| Probation Period: | New employees are required to complete a six-month probationary period |
| Disclosure & Barring Service Check: | This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check |
| Right to Work Check: | This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance |

Job Description –Site Assistant

To support Greenshaw Learning Trust school sites and associated site staff in a range of duties to ensure the smooth operation of the schools.

This role is to support all GLT schools within the hub in the Bracknell region.

Key Accountabilities:

- Being proactive in identifying, reporting and rectifying the building defects, ensuring a high standard of repair is maintained.
- To support the security of the premises as required. To include the opening up and locking of premises including extended school provision, parent's evenings, lettings and emergency call outs as required.
- To undertake a range of re-decoration and maintenance work, as agreed with the Site or Regional Estates Manager to ensure a high standard of repair and decoration throughout the school.
- Undertake activities to maintain a safe and clean external environment e.g. gritting, litter picks, waste collection and removal, graffiti removal, safe access routes and keeping drains free from obstruction.
- To carry out Health and safety checks including: Fire, emergency lighting, Legionella and keeping accurate up to date records under the direction of the Site Manager or Regional Estates Manager.
- The operation of premises programmed systems, ensuring that all plant and equipment operates at maximum efficiency and economy, with special regard to energy conservation and to regularly inspect equipment to ensure that it is clean and in a safe working order, reporting any deficiencies as appropriate and if required contact a competent contractor to repair.
- Supervise and contact contractors when necessary.
- To assist with cleaning duties as required, or where appropriate, the monitoring of cleaning contractors, supporting during periods of absence, or where additional cleaning is required.
- To undertake general portage duties to include the setting out and putting away furniture as necessary, including possible room changes.
- To use the online helpdesk system to record and respond to job requests, and report back to the Site Manager.
- Be flexible to cover the opening, closing, heating, and availability of equipment as necessary for any school events and lettings

Health & Safety Responsibilities:

- To undertake training and direction for emergency procedures, and take part in evacuations or drills, as required.
- Undertake H&S and other relevant training as required.
- All users are to be trained in the safe use of tools and equipment, and engage in role specific H&S training.

Additional Duties and Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school and trust
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Provide a high level of customer service to all stakeholders
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

Decision Making:

- Undertaking tasks in liaison with the Site Manager and Regional Estates Manager to meet business needs.
- React to unforeseen emergency situations, taking appropriate actions

Contacts and Relationships:

- The post-holder to be flexible in supporting the arrangements for a suitable keyholder to be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising.
- The postholder will be required to communicate courteously, considerately and effectively with;
 - All GLT employees
 - Families, Students and the wider school community
 - GLT Shared Services teams
 - Senior Management, Governors and Trustees
 - Contractors and visitors

Physical Effort:

At certain points of the day the post-holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. maintenance work, painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture.

Due to the nature of the Deputy Site Manager role there will be an expectation that the post-holder will be exposed to dirt and dust which on occasions, during periods of adverse weather conditions, may be higher than normal.

Other Duties

Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement; also use of toxic chemicals.

Protective clothing will be provided and must be worn while undertaking relevant duties.

Use of power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis.

The duties and responsibilities in this job description are not exhaustive or restrictive and serve to highlight the main requirements of the role. The post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

This job description will be reviewed regularly and may be subject to change.

Person Specification – Site Assistant

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

| Qualifications, Training and Experience | Essential | Desirable |
|--|-----------|-----------|
| Good IT / numeracy / literacy skills / GCSE (or equivalent) Maths and English | ● | |
| Full UK valid driving licence and use of suitable vehicle for travelling between multiple sites within the hub. | ● | |
| IOSH or NEBOSH qualification or ability to attain | | ● |
| NVQ 3 or 4 OR equivalent qualification | | ● |
| Caretaking/Site Assistant experience in a school or similar environment | | ● |
| Working knowledge of relevant policies/codes of practice/legislation | | ● |
| Experience of H&S compliance practices and Safe Systems of Working | | ● |
| Specific training in specialist area – Legionella, Asbestos, Fire Safety | | ● |
| Relevant trade experience – plumbing, building, electrical etc | | ● |
| Knowledge of moving and handling procedures | ● | |
| Willingness to participate in development and training opportunities | ● | |
| A First Aid certificate, or willingness to train as a first aider, Fire Warden training, or willingness to train as a lead Fire Warden | | ● |
| Personal and Professional Qualities and Attributes | Essential | Desirable |
| Ability to make decisions, identify and solve problems on thorough analysis and sound judgement | ● | |
| Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands. | ● | |
| Ability to work well as part of a team | ● | |
| Be aware of, and able to maintain, the confidentiality aspects of the role. | ● | |
| Commitment to working within the School's Safeguarding Policy and Procedures. | ● | |
| Demonstrable and consistent approach towards others in operating with confidence, diplomacy and integrity. | ● | |
| Commitment to high standards and expectations. | ● | |
| Self-motivated and ability to use initiative | ● | |

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| Ability to deal sensitively with people and resolve conflicts | • | |
| Ability to listen and respond appropriately | • | |
| A flexible approach to working hours | • | |

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **11.59pm on Thursday 10th October 2024**. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on **Friday 11th October 2024**. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held **week commencing 14th October 2024**. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post *as soon as possible*.

6. Additional information

For further information, please contact jfisher@greenshawlearningtrust.co.uk

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.