



**Application Pack for the position of  
Assistant Site Manager**  
Glenthorne High School  
Required as soon as possible

[www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)

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## JOB DESCRIPTION

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**POST TITLE:** Assistant Site Manager

**SALARY:** Scale 4/5

**REPORTING:** Premises Manager

### **MAIN DUTIES/RESPONSIBILITIES**

#### **Key Responsibilities**

To be accountable to the Headteacher, through the Premises Manager, regarding all aspects of site management. This includes health & safety, security, cleanliness, portorage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, organising quotes/tenders and contractors/workmen.

#### **General Responsibilities**

- To support the Premises Manager in all aspects of site management and act up during times of Premises Manager's absence including Site Team supervision.
- To be accountable to the Headteacher, through the Premises Manager, for the provision of an effective clean, safe and secure school premises, including all buildings and grounds.
- To take ownership of and promote the use of on-line compliance software (Every): ensuring all work undertaken, contractors' statutory checks are recorded and monitored.
- To be responsible for caretaking duties including Handyperson activities, routine maintenance and refurbishment, portorage, minor repairs.
- To ensure that the day-to-day running and maintenance of the premises is efficient, waste is challenged, and sustainability is promoted.
- To be the Responsible Person acting on behalf of the Asbestos Duty Holder.

#### **Main Responsibilities**

#### **Health & Safety**

- To report immediately to the Premises Manager (or, in his absence, SLT) any accident, dangerous occurrence or practice, or threat to health and safety and record on the school on-line compliance system (Every).
- Carry out and record on Every regular health and safety checks, including on legionella risk, outdoor equipment, safety equipment, and any hazards on school premises.
- To keep an up-to-date record of the location and condition of Asbestos on school premises, assess risks and work with Duty holder to manage risks and put plans into action.
- Ensure staff are aware of the location of Asbestos on the school premises.
- Ensure the Asbestos register is explained to contractors and they sign to acknowledge understanding.
- Work with Premise Manager to ensure all site Risk Assessments are in place and regularly reviewed.
- Provide safe access to the school in cold weather conditions.
- To ensure that cleaning equipment and products are not accessible by students and that hygiene standards are maintained to specified level.
- Support the Premises Manager in monitoring the work of contractors, ensuring safe working practice and quality of work.

- To be responsible for the school minibuses to ensure road worthiness and arrange cleaning as part of pupil Community Service duty.
- Ensure a safe working and learning environment in accordance with relevant legislation.

### **Security**

To be jointly responsible for the total security of the whole site, the premises and their contents. This includes:

- Ensuring access when the premises are required to be open, as arranged by the Headteacher.
- Ensuring that at the end of the day or other appropriate times, all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly.
- Checking, at least monthly, the functionality of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned and recorded on Every.
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures
- Preventing trespass, theft and unauthorised parking.
- Liaising with the London Borough of Sutton mobile security force and/or the Police as required.
- Being a registered keyholder to be called out to the school, when necessary, as emergencies arise.
- Advise Premises Manager/Headteacher on all matters relating to school security and safety.

### **Maintenance**

To ensure that the whole site, including the premises, furniture and fittings and the grounds are maintained in a satisfactory condition. This includes:

- Carrying out handyperson duties and repairs where possible, including repairs to furniture, fixture and fittings, especially regular checks and repairs/cleaning of Sixth Form furniture, al fresco furniture and water fountains.
  - \* Carrying out decorating and paint repair tasks.
  - \* Ensuring that light bulbs, tube starter switches are replaced as required.
  - \* Recording, investigating and reporting all repairs requiring specialist work (eg electrical).
- In liaison with the Premises Manager, to report on, arrange and oversee any alterations, redecoration, building and maintenance contracts and specialised repair work, and keep up to date records of all work needed or already carried out on Every. This will include directing contractors, explaining repair needs and inspecting completed work.

### **Cleaning**

- To collect and dispose of all waste, refuse and surplus materials and ensure that playground litter bins are emptied as required.
- To ensure that toilets, sink areas and showers are ready for use and that the soap, toilet rolls and towels are replenished as necessary.
- To ensure that the showers are run at least once a week to avoid legionella virus.
- To keep all drains clear of debris.

- To ensure that the grounds, pathways, and tarmac areas are swept regularly.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages.
- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste.
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises

### Lettings

- To supervise evening lettings, liaising with the hirers and providing assistance as required.
- To ensure that furniture, materials and equipment are provided as required in the lettings agreement and replaced afterwards.
- To ensure that during lettings the normal daytime duties in this job description are carried out with particular attention being paid to security.

### Other

- To check the weekly bulletin and ensure the school is prepared for events including; portering eg moving furniture and equipment, setting up for Parents' Evenings, School Productions etc.
- As far as possible, to keep the Premises Manager informed of whereabouts on site at regular intervals throughout the day.
- To undertake job related training or courses as required.
- To check on a daily basis with the Premises Manager for duties to be undertaken.
- All duties must be carried out to comply with the Health & Safety at Work Act and relevant nationally agreed Codes of Practice.

### All Staff

- To work collaboratively within immediate team and the wider school community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- To undertake any other duties as may be required from time to time by the Headteacher.



**The Willow Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

# PERSON SPECIFICATION

## Assistant Site Manager

	Essential	Desirable
<b>Qualifications &amp; Knowledge</b>		
Vocational qualification in related skills		✓
Good level of general education including English and Maths.	✓	
Knowledge and understanding of Health and Safety legislation and requirements of a school.		✓
<b>Experience</b>		
Experience in a building trade such as plumbing, electrical, building or carpentry or similar	✓	
Experience in working in a school environment		✓
<b>Skills</b>		
Ability to work under the direction of different people and as part of a term.	✓	
Good level of competency in DIY skills.	✓	
Good IT skills, including email and Microsoft packages	✓	
Competent in the use of Every Compliance software		✓
Clean driving license and ability to drive minibus.		✓
<b>Personal Qualities</b>		
Ability to apply school policies and strategies in order to ensure a safe, clean and well-maintained learning environment.	✓	
Ability and willingness to undertake a variety of related duties.	✓	
Ability to work under the direction of different people and as part of a term.	✓	
Ability to prioritise workload and maintain calmness whilst working under pressure.	✓	
Presentation of an appropriate professional image in order to adhere to the school's Dress Code for staff.	✓	
Ability to foster good working relationships with staff and pupils at all levels.	✓	
Commitment to safeguarding responsibilities and the need to work within the school's Child Protection Policy.	✓	
Ability to be confidential and appreciation of the issues surrounding confidentiality.	✓	
Commitment to equal opportunities.	✓	
Willingness to participate in, and show commitment to, own continuing professional development.	✓	
<b>Physical abilities</b>		
Be reasonably fit to carry out the duties of the job, including some manual handling and lifting, with reasonable adjustments if required.	✓	
Willing to carry out work at high levels using appropriate equipment	✓	

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from application forms. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.

## INFORMATION FOR APPLICANTS



Glenthorne High School is a successful, over-subscribed, mixed comprehensive school for pupils between the ages of 11 and 19 situated in the London Borough of Sutton. In July 2017 we became part of the Willow Learning Trust with two local primary schools: Aragon and Abbey.

We believe in Achievement for All. We have a reputation for excellence and are well known for high standards of achievement and behaviour. Significant investment in facilities over the last few years has seen the building of a new 6th form facility and most recently a MUGA (Multi Use Games Area).

We were inspected by OFSTED in November 2021 and were judged good with outstanding in Behaviour and Sixth-form provision. Inspectors recognised 'pupils are happy and safe and behave exceptionally well'. Relationships between staff and pupils are excellent. Also recognising Leaders and staff high expectations of pupils and that pupils do well in their subjects and are focused on doing their best.

The school was designated as a National Teaching School in March 2013 and we developed the Sutton Teaching School Alliance to support professional development and further improve best teaching practice across the Borough of Sutton. Glenthorne became a SCITT in 2014, leading secondary and primary schools in Sutton and Merton to deliver high quality ITT. The SCITT was judged 'Outstanding' in 2021. The SCITT comprises of over 20 high-performing local, yet diverse secondary and primary schools, which have made rapid progress over recent years, have high expectations of students and view teacher training as the key to future success.

We also have a specialism in the arts. We are a centre of excellence in the arts and hold the Artsmark Gold Award. We hold the Challenge Award recognising excellence in meeting the needs of our more able pupils. Professional development is encouraged at all levels of the school and is supported by performance management.

We value professional development and there are opportunities to develop subject, pastoral, and management skills.

Our priorities are to continue to improve specific aspects of teaching and learning, develop our curriculum and raise standards of attainment. Standards achieved by our pupils in public examinations are high; GCSE

& A level results stand at:

- 44% of entries obtained A\*/A grades or 9-7 grades
- 89% of pupils gained at least a standard pass in English and Maths
- 76% of pupils gained at least a strong pass in English and Maths
- 93% of pupils achieved at least a standard pass in English Language or Literature.
- 87% of pupils achieved at least a strong pass in English Language or Literature.
- 90% of pupils achieved at least a standard pass in Maths.
- 79% of pupils achieved at least a strong pass in Maths.
- A Level results at 100% with 89% A\*- C grades.

The curriculum at Glenthorne is organised into Subject Areas, each with its own Subject Leader. In Year 7, pupils are set in core subjects and languages with mixed-ability groups for other subjects. A wide range of GCSE and A [Level courses](#) are taught together with BTEC and other vocational courses. Subjects are taught in their own suites of well-equipped classrooms. Extra-curricular activities are a further strength of the school. Subject Areas encourage a wide range of extra-curricular activities - visits to galleries and theatres, clubs in Science and Technology, field trips, museum visits and so on. Recent school productions have included "We Will Rock You", "Mary Poppins" and "Oklahoma". All involved over 100 pupils and proved to be huge successes.



Sport is a key area of achievement and the school runs a Football Academy for Sixth Form students. We run many teams and clubs in a variety of different sports. There is also an excellent [Challenge Week for all KS3 students in July each year designed to promote teamwork, problem solving, creative thinking and resilience.](#)

Pupils at the school are organised in mixed-ability tutor groups with nine (ten in Y7/8 & 9) in each year group. Most form tutors and Heads of Year move up the school with the year group. Together they play an important role in the monitoring of pupil progress as well as in supporting individual pupils. All pupils and staff are all allocated to one of four Houses: Rollason, Seacole, Turing and Morris, providing opportunities for pupils in all year groups to work together in friendly competition.

The SEN Department at the school is fully committed to supporting the needs of pupils who experience learning, behavioural or emotional difficulties. We offer a wide provision of intervention and support encompassing literacy, numeracy, speech and language, social skills, anger management and individual mentoring.

We also offer a wide variety of benefits including Electric car scheme, cycle to work, Benenden Healthcare, on-site parking and generous pension scheme.



Willow Learning Trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation. The Trust works hard to provide a working environment and management practices which balance the drive for high standards and expectation with the need to promote employee wellbeing and good health.

Please note the Trust is committed to promoting and safeguarding the welfare of all our children and staff. As

such, all posts are subject to an on-line check, enhanced DBS disclosure and pre-employment checks.

For further information about the school, please visit our website at [www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)



## GUIDANCE TO APPLICANTS

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Please read these carefully before making your application.

### **THE APPLICATION FORM**

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

### **PERSONAL DETAILS**

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

### **CAREER HISTORY**

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

### **EDUCATION, QUALIFICATIONS, TRAINING**

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

### **STATEMENT OF SUITABILITY**

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

### **PRE-EMPLOYMENT CHECKS & ONLINE CHECKS**

If you are offered the post, the offer will be made subject to receipt of satisfactory references, online check, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances,



you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

#### **RELATIONSHIPS**

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

#### **INTERVIEWS**

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

#### **COMPLAINTS**

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

## DATES FOR YOUR DIARY

**Closing date: 11.59 pm, Sunday 23rd February 2025**

*We reserve the right to interview and appoint before the closing date should a suitable candidate apply.*

**JOINING DATE:** as soon as possible





# The Willow LEARNING TRUST KEY BENEFITS



## PROFESSIONAL DEVELOPMENT

- Comprehensive programme of professional development for teaching and non-teaching staff
- A long and successful track record of supporting teachers from ITT, through ECT and into leadership roles
- Bespoke ECT programme
- Collaborative opportunities to work on innovation and in partnerships across the Trust
- Apprenticeships opportunities to support the development of staff new to role

## WELLBEING

- 24/7 Employee assistance programme
- 50% discount on Benenden healthcare
- Opportunities for flexible working
- Hybrid working available for suitable posts
- PPA time that can be worked from home (Primary Schools only)
- Protected 'gained time' for planning (Secondary School)
- Wellbeing activities and initiatives suggested by staff



## FINANCIAL

- National pay and conditions for teachers and support staff
- Golden Hello available for some teaching posts
- Recruitment and retention allowances
- Generous pension schemes
- Salary sacrifice schemes including: Cycle to work and Electric vehicles, legacy childcare vouchers
- Long service awards