



GREENSHAW
LEARNING TRUST



GLOUCESTER
ACADEMY



**Site Assistant
Recruitment Pack**

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of a **Site Assistant**, at Gloucester Academy.

Introduction

This role is an exciting opportunity to join Gloucester Academy and further contribute to the life chances of our young people in the school, and across the Greenshaw Learning Trust. It is a chance to be part of something very special.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. The latest Ofsted report for Gloucester Academy relates to a different phase of the school's life. The report was written prior to Greenshaw Learning Trust bringing Gloucester Academy into its rapidly improving set of schools and in fact was the very reason why they took on its leadership.

This role will support career development and equip you for a further promotion within the Academy and within our trust. We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

Work life balance is a high priority at Gloucester Academy. To support this, we offer a highly visible and supportive senior leadership team. We have centralised planning within the school and across the trust with dedicated time in the day for departments to work collaboratively to adapt lessons. centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lesson's structure based on the Rosenshein principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke CPD in a short weekly session i.e Teach Like a Champion focus each session.

We 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 schools: seven 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.

Gloucester Academy is 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 school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information HR@gloucesteracademy.co.uk . We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

I am looking forward to hearing from you.

Yours faithfully



Phillipa Lewis

Headteacher

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 3,000 people and educates nearly 19,000 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

Line Managed by:	Site Manager / Regional Estates Manager
Line Management:	-
Contract:	Permanent / Full Time / All Year Round
Salary:	Salary calculated in line with the NJC Scale Range, Scale Points 4 to 8, £23,114 - £24,702 per annum.
Hours of Work:	Monday to Friday, 36 hours per week.
Place of Work:	You will be based at Gloucester Academy, Painswick Road, Gloucester, GL4 6RN but will be required to work or travel to other GLT schools within the service hub.
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
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

The **Site Assistant** role is an exciting addition to the Gloucester Academy Team.

This is an excellent opportunity for a highly motivated and reliable individual to join us and support its Facilities Team to ensure that the school site, including the premises, furniture, fittings and grounds, are maintained to a high standard. The successful candidate will have previous experience or knowledge of basic building repair and maintenance, combined with a flexible approach, excellent personal and management skills, and very strong team working skills.

Main purpose of the role

The Site Assistant will support the school's Site Manager and the Site team with the security and day-to-day maintenance of the school site, ensuring that the environment is clean and safe for the students, staff and visitors to the school. This role is based at Gloucester Academy but will also be required to support as well as the other schools in the Gloucester region that come into the service hub.

All of our staff are expected to:

- demonstrate a passion for education and a desire to improve the life chances of all students.
- adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning.
- maintain the school's ethos of diversity, inclusivity and equality of opportunity.

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.

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.
- Treat all users of the school with courtesy and consideration.
- 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 & visitors (in accordance with appropriate health & safety legislation) at all times.

Decision Making

React to unforeseen emergency situations taking appropriate actions.

Contacts and Relationships

As a keyholder, the post-holder should be contactable outside normal working hours. They will be expected to respond appropriately in the event of emergencies arising at any time.

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. minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture

Due to the nature of Site Assistant there will be an expectation that the post-holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Other duties

- Maintain knowledge of safeguarding children and vulnerable adults and ensure that the principles of safeguarding are considered in your personal practice.
- This job description is not exhaustive and serves only to highlight the main requirements of the post holder.
- The Line Manager may stipulate other reasonable requirements.
- The job description will be reviewed regularly and may be subject to change

Other Job Requirements

- Have the flexibility to work outside the normal working hours to support the school with evening events.
- To be able to travel to the other schools within the hub model.
- This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job.

Safeguarding Children

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

Personal Responsibilities

- To play a full part in the life of the school community and to encourage staff and students to follow this example.
- To actively promote school policies and procedures.
- To be responsible for your own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- To attend meetings scheduled in the school calendar punctually.
- To adhere to the School's Safeguarding Policy.
- All staff will be part of the school's appraisal scheme. You will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance.

Person Specification

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.

Criteria	Essential	Desirable
<p>Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:</p>		
	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Willingness to undertake induction training ● Willingness to participate in development and training opportunities ● Handyperson experience ● Working knowledge of relevant policies/codes of practice/legislation 	<ul style="list-style-type: none"> ● Qualification in a relevant subject e.g. plumbing, electrical work ● NVQ 2 or equivalent qualification desirable ● Caretaking/site-keeping experience in a school or similar environment ● Relevant experience desirable
<p>Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:</p>		
	<ul style="list-style-type: none"> ● Ability to work in accordance with the school's health and safety policies and the code of safe working practice for caretaking premises staff ● Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards and use appropriate equipment ● IT literate ● Ability to work on own initiative and part of a team ● Self-motivation ● Ability to build positive working relationships with colleagues 	<ul style="list-style-type: none"> ● Fire Marshall training ● First Aid Training
<p>Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:</p>		
	<ul style="list-style-type: none"> ● Ability to meet physical demands of the role ● Participate in training and development opportunities ● Commitment to working within the Schools Safeguarding Policy and Procedures 	

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 Wednesday 8th May 2024 at 11:59pm. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on Thursday 9th May 2024. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be arranged as and when successful applications arrive, as the school reserves the right to conduct interviews prior to the closing date. Applicants may 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 Christine Osment, HR Manager on 01452 428800 or cosment@gloucesteracademy.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.