



TYNDALE

PRIMARY SCHOOL

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RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Tyndale Primary School
Tyndale Avenue
Yate
Bristol
BS37 5EX



Telephone: 01454 867 180

Email: admin@tyndaleprimary.co.uk

July 2026

Dear Candidate,

Thank you for your interest in the role of Site Assistant at Tyndale Primary School.

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.

Tyndale Primary School 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 Clare Blyth HR Manager. via email cblyth@tyndaleprimary.co.uk for further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Luke Crouch
Headteacher





WHY SHOULD YOU *Choose* US?



Think
different.

ABOUT OUR SCHOOL

At Tyndale Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Tyndale Primary School a better chance of success than if they attended any other school in the country.

Our vision is to provide all children with an exceptional education in a warm, welcoming environment that inspires them to lead change and enables them to become curious, lifelong learners.

We have seven Character Habits that run through everything that we do and our aim is to ensure all children acquire the seven Character Habits by the end of Year Six. Our Character Habits are Ready, Respectful, Safe, Ambitious, Resilient, Collaborative, and Independent.

We have clear boundaries, systems and routines because all children and staff deserve to feel safe and be able to learn and play in a safe, calm environment. We value the acquisition of powerful knowledge as a goal in itself, and as an entitlement for all children being proud of our aspirational curriculum.

Alongside our ambitious curriculum, children are enriched by a broad range of sport, art and creative opportunities. Our teachers have strong subject knowledge and make use of evidence-based research to ensure that they pass on their knowledge to children in the most direct and effective ways, ensuring that it is learnt, remembered, and supports every child to achieve their potential.

We believe teaching is a craft that requires practice and coaching to achieve mastery. We have developed The Tyndale Playbook which includes teaching and learning techniques, which we believe are a must-have for new and experienced teachers alike. Our Playbook provides our staff with a set of techniques, a shared vocabulary, and a framework for practice that not only equip them to achieve dramatic results with their children, but turn them into classroom champions.

At Tyndale we focus on nurturing the individual needs of every child and family; we want everyone in the Tyndale Family to feel supported through a strong sense of belonging.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC Grade 10 pay scale, points 7-11 (£26,403- £28,142 FTE).
Actual salary £21,122.40-£22,513.60 per annum.

HOURS OF WORK

28.8 hours per week, all year round. (5 hours and 45 minutes per day with a 20 minute unpaid break) Core hours of work will predominantly be confirmed at interview- some flexibility required

PLACE OF WORK

Tyndale Primary School, Tyndale Avenue, Yate, BS37 5EX.

PENSION SCHEME

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 FTE staff) Plus Bank Holidays

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Site Assistant
Responsible to:	Site Hub Manager

ROLE OVERVIEW

Tyndale Primary School is looking for a Site Assistant with a great work ethic. You will be a team player, able to prioritise workload and work on your own initiative. You will help to ensure that the premises health and safety standards are kept to a high standard, proactively look for improvements and help the school maintain a good public image.

The post holder will be able to work flexibly throughout all key stages of the school. This post would suit an enthusiastic, self motivated individual with a positive , 'can-do' attitude.

The school is looking for someone who will quickly form positive relationships with children and the Tyndale team to support them and continue to develop the inspiring provision that has been established.

MAIN DUTIES AND RESPONSIBILITIES

- To identify, if appropriate, maintain and in turn report building, furnishing or fittings deficiencies. To undertake any remedial action that may be appropriate. This may involve obtaining quotes or arranging emergency repairs from external contractors.
- To carry out regular checks on alarm systems and fire extinguishers and report on any problems arising.
- To escort contractors and other relevant persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work having regard to the environment.
- To take delivery of stores, goods and equipment and arrange storage or distribution as required, including the maintenance and completion of relevant documentation with appropriate authorising signatures.
- To exercise overall responsibility for the operation of the school heating systems; ensuring that all plant and equipment operates at maximum efficiency and economy
- To ensure, as far as is practical, that adequate supplies of fuel and water are available at all times in conjunction with any energy conservation scheme; to maintain the supply of supplementary mobile heating as may be necessary.
- To monitor usage of electricity, water and any other fuel taking such metre readings as may be required.
- To be responsible for the general tidiness and safety of the outside areas, e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
- To ensure that staff and pupil cloakroom and toilet facilities are in working order and that appropriate supplies of consumables are maintained.

- To set out/put away furniture for events, and undertake general portering as required.
- To make appropriate arrangements for the collection of waste.
- The postholder will be expected to act as an adult role model and support Trust policies when dealing with students or visitors to the school.
- It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised.
- To provide emergency cover to our other Sites in local Trust schools.

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
- Support with community event setup and small group clubs
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times

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 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:

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

Generic

- To participate in school initiatives where every person is expected to contribute to the learner's progress.

- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher

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.

SAFEGUARDING

- 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 to ensure the welfare of children and young persons.
- Greenshaw Learning Trust 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.

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 duties and responsibilities in this job description are not restrictive and you 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.

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.

	Essential	Desirable
Qualifications and training		
Caretaking/Site Assistant experience in a school or similar environment	X	
Working knowledge of relevant policies/codes of practice/ legislation	X	
Good numeracy/literacy skills / GCSE (or equivalent) Maths and English	X	
Relevant trade experience – plumbing, building, electrical etc	X	
A First Aid certificate, or willingness to train as a first aider. Fire Warden training, or willingness to train as a lead Fire Warden	X	
NVQ 3 or 4 OR equivalent qualification		X
IOSH or NEBOSH qualification or ability to attain		X
Specific training in specialist area – Legionella, Asbestos, Fire Safety		X
Skills and experience		
Ability to make decisions, identify and solve problems on thorough analysis and sound judgement	X	
Ability to manage time effectively and demonstrate initiative, including establishing priorities and managing workflow	X	
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands. Ability to work well under pressure	X	
Good IT skills including knowledge of Email	X	
Personal attributes		
Commitment to high standards and expectations	X	
Diplomatic and confident	X	
Self-motivated and ability to use initiative	X	
A flexible approach to working hours	X	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the **GLT website**. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59am on Friday 17th July 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on **Tuesday 21st July 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicants will take up the post on **01 September 2026**.



GREENSHAW LEARNING TRUST



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