



Yate Academy



**YATE ACADEMY**

**RECRUITMENT PACK**



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Yate Academy,  
Sundridge Park  
Yate  
BS37 4DX



Telephone: 01454 333560

Email: [info@yateacademy.co.uk](mailto:info@yateacademy.co.uk)

Dear Candidate

Thank you for your interest in the role of Site Manager. This role oversees the management of the sites at Yate Academy, Woodlands Primary & Tyndale Primary Schools.

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. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. The academy is currently undergoing a trial year in which every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning, we want to hear from you.

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 have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate 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 website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford:

KPickford@[yateacademy.co.uk](mailto:KPickford@yateacademy.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Eddie Rakshi, Headteacher

## **ABOUT OUR SCHOOL**

At Yate Academy, 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 Yate Academy a better chance of success than if they attended any other school in the country.

Leadership, resilience & citizenship run through all aspects of school life.

### **Leadership**

We set a high standard, we set the standards for others. We lead by example; we lead the way.

### **Resilience**

We work hard. We never give up , we keep going and never give up.

### **Citizenship**

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary will be calculated in line with NJC pay scale, Grade 7 points 25 to 28

£36,363 - £39,152 per annum

## HOURS OF WORK

36 hours per week, all year round

Working hours between 7am - 4pm Monday to Friday, pattern to be agreed with your Line Manager.

## PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

Woodlands Primary & Nursery School, Sundridge Park, Yate, BS37 4DX

Tyndale Primary School, Tyndale Avenue, Yate, Bristol. 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 26 days plus 2 extra-statutory days, 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

<b>Post:</b>	Site Manager
<b>Responsible to:</b>	Regional GLT Estates Manager
<b>Responsible for:</b>	Deputy Site Manager Site Assistants Cleaning Team

## ROLE OVERVIEW

We are looking for a dedicated Site Manager, who will be based at Yate Academy, but will oversee the management of the school sites at Yate Academy, Woodlands Primary & Tyndale Primary Schools, who are all part of the Greenshaw Learning Trust.

The successful candidate will have a great work ethic, and be able to manage the school sites and associated site staff. You will be a team player, able to prioritise workload and work on your own initiative, as well as oversee external contractors working on site and the schools' site team. You will ensure premises health and safety standards are kept to a high standard, proactively look for improvements and help the school maintain a good public image. This post would suit an enthusiastic, self-motivated individual with a positive, 'can-do' attitude.

## MAIN DUTIES AND RESPONSIBILITIES

- Act as the main keyholder being responsible for security of the premises. To include the opening up and locking of premises including extended school provision, lettings and emergency call outs, identifying and training a suitable 2nd keyholder to cover periods of absence. 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. This duty will extend to include Woodlands and Tyndale primary schools.
- To provide a range of re-decoration and maintenance work, as agreed with the school Principal to ensure a high standard of repair & decoration throughout the school.
- Manage the site team in undertaking 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 keep accurate online records and paperwork relating to building, plant, and equipment servicing and maintenance.
- To use the online helpdesk system to record and respond to job requests, plan works, and effectively direct work on site.

- To arrange for maintenance work to be carried out by suitably qualified contractors, monitoring the safety of their working practices, reporting where possible on the quality of their work and follow up any apparent failures or further work required.
- To be responsible for carrying out Health and safety checks including: Fire, Asbestos, Legionella, vehicles and keeping accurate up to date records under the direction of the Regional Estates Manager.
- To be responsible Fire Warden, safely leading the school in an event of a fire and preparing the school in case of emergency.
- To be responsible for the operation of the 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. Ensuring that monthly metre readings of the utility services are recorded and passed on to the relevant party.
- To be responsible for the ordering of products needed for site and receiving of deliveries of goods and equipment and distributing as appropriate. To include maintaining appropriate records as required and appropriate levels of cleaning/sundries and repairs and maintenance materials. To work within the finance processes for orders.
- Manage the cleaning and site staff, or where appropriate the monitoring of cleaning contractors. Monitoring cleaning standards, ensuring corrective action as required and 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.
- Overseeing the organisation and setting up for school events, lettings, examinations and assemblies, ensuring that the set-up is put away in a timely manner.

#### **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.
- Responsibility for checking and authorising all site-related purchase orders and invoices and liaising with both the Finance department and Regional Estates Manager, in line with school financial guidelines.
- 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 & visitor (in accordance with appropriate health & safety legislation) at all times.

### **Decision Making:**

- Managing work in liaison with the Regional Estates Manager to meet business needs.
- React to unforeseen emergency situations taking appropriate actions.

### **Contacts and Relationships:**

Although the post-holder reports to the Regional Estates & Facilities Manager, the day to day operation of the school comes under the direction of the Headteacher or his/her deputy.

### **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 Manager 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 Academy Principal teacher.

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

**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.

# 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
<b>Qualifications and training</b>		
Hold a current clean driving licence	x	
Good numeracy/literacy skills / GCSE (or equivalent) Maths and English.	x	
IOSH or NEBOSH qualification or ability to attain	x	
Knowledge of moving and handling procedures	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 desirable		x
Specific training in specialist area – Legionella, Asbestos, Fire Safety		x
<b>Skills and experience</b>		
Caretaking/Site Management experience in a school or similar environment	x	
Working knowledge of relevant policies/codes of practice/legislation	x	
Relevant trade experience – plumbing, building, electrical etc.		x
Experience of managing and lead a team on own initiative		
Experience in carrying out risk assessments	x	
Experience or knowledge of basic building repair and maintenance	x	
Experience or knowledge in the use of small industrial, electrical or mechanical equipment	x	
<b>Personal attributes</b>		
An ability to establish good working relationships with a wide range of people including students and colleagues.	x	
High levels of professional integrity.	x	
Ability to work under pressure and remain positive, enthusiastic and resilient.	x	
Demonstrable ability to plan, prioritise and deliver to tight deadlines.	x	
Commitment to working within the School's Safeguarding Policy & Procedures.	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 **11.59pm on 4th January 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 shortly after the closing date. 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 applicant will take up the post as soon as possible.



**GREENSHAW**  
LEARNING TRUST



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Sutton SM1 4AF



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