



PARK HOUSE SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST



Park House School,
Andover Road,
Newbury, RG14 6NQ



PARK HOUSE SCHOOL

Telephone: 01635 573911

Email: office@parkhouseschool.org

Dear candidate

Thank you for your interest in the role of **Site Operative** at Park House School. We are proud members of the Greenshaw Learning Trust since 1st September 2022, 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 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.

Park House 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 website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information via email to office@parkhouseschool.org. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

James King, Headteacher

ABOUT OUR SCHOOL

At Park House School, we have built our ethos on a strong set of core values which underpin everything that we do - Work Hard, Be Kind, Take responsibility. Our aim is to give students at Park House School a better chance of success than if they attended any other school in the country.

We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key. Our ambition for our students to have the best chance of success is central to our drive and vision. This is best evidenced by our incredible results in the summer exams of 2023 and 2024. Whilst the nation's results plummeted back to pre-pandemic levels, Park House has had two years of significant improvements and in 2024 attained their best results ever at both GCSE and A-Level. Furthermore, the school has attained the highest grades at both GCSE and A-Level in West Berkshire. Progress 8 is again well above the national average this year at +0.6.

Working hard, Being Kind, and Taking responsibility underpin the standards that all staff and students work to meet every day, and run through all aspects of school life.

Work Hard

We all strive to work hard, and have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day, and ensure that every minute of every lesson counts!

Be Kind

We endeavour to remain polite and courteous to each other at all times, in all aspects of school life. Kindness is vital to ensure we create a friendly working environment for both staff and students, and to maintain a sense of togetherness and joy within the school at all times.

Take Responsibility

Taking responsibility involves understanding the obligation to fulfill duties, make good choices, and accept accountability for actions. We foster responsibility by teaching students to take ownership of their learning, be independent, and understand the impact of their choices on themselves and others.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC pay scale, Grade D, points 5-9, £25,583 - £27,254 per annum. Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

37 hours per week, full time, all year round (52.143 weeks per year)

PLACE OF WORK

Park House School, Andover Road, Newbury, RG14 6NQ.

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

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 Operative
Responsible to:	Site Manager

ROLE OVERVIEW

We are looking for an enthusiastic and skilled Site Operative to join our committed Site Team. The successful candidate will have a strong work ethic, team working skills, and a willingness to learn new skills and develop. They must also have relevant experience in a similar role with a proven track record.

JOB PURPOSE

- To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed by the Site Manager.
- To drive the school minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.
- To support and cover holiday or sickness absence in the department and be flexible with working hours during these periods. This will include covering with the daily transport of students on a dedicated bus run and transport students to trips and other schools if required.

MAIN DUTIES AND RESPONSIBILITY

The Site Team Operative will:

- Ensure that buildings and the site are secure, undertaking daily security checks including locking and unlocking of buildings at predetermined times.
- Support with the daily transport for students to ensure they get home safely
- Perform duties in line with health and safety regulations and act where hazards are identified, report serious hazards to line manager immediately.
- Undertake general portorage duties including moving furniture and equipment within school.
- Undertake minor repairs and maintenance of the buildings and site.
- Maintain and undertake minor repairs to site, furniture and fixtures.
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Receive deliveries to the school.
- Collect and assemble waste for collection.
- Periodic cleaning of designated areas of buildings and grounds according to instructions.

- Assist with the maintenance of specialised equipment following training, e.g. sports/theatrical equipment.
- Be aware of and take part in the School's performance management framework in training and development activities as required.
- Undertake any other similar duties as instructed by the Headteacher and Site Manager.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job

GENERAL

- 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 the Headteacher.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences and ensure equal opportunities for all.
- To contribute to the overall ethos, work and aims of the School.
- To appreciate and support the role of other professionals.
- To participate in training and other learning activities and performance development as required.

Special Notes on Conditions

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

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
Experience, qualifications and training		
At least five GCSE's or equivalent which must include at least a Grade C/Grade 4 in Maths and English.	x	
Hold a clean, current and valid driving licence.	x	
Competent to undertake daily and weekly vehicle checks and carry out basic maintenance	x	
Qualification in a relevant subject, e.g. plumbing, electrical work, etc.		x
MiDAS training		x
PCV licence holder		x
Personal and Professional Qualities		
Must have a flexible approach to working hours.	x	
Ability to work as part of a team or independently.	x	
Ability to work in accordance with the School's health and safety policies and the code of safe working practice for caretaking premises staff.	x	
Ability to work to deadlines.	x	
Ability to work on own initiative.	x	
Ability to lift and carry items.	x	
Ability to communicate well.	x	
Ability to respond calmly to emergencies.	x	
Basic understanding of health and safety.	x	
Ability to respond outside of normal hours to occasional call-outs.	x	
Ability to undertake general maintenance repairs.	x	
Ability to meet physical demands of the role.	x	
Participate in training and development opportunities.	x	
Must be open to coaching and mentoring.	x	

To understand and comply with the requirements of the Health & Safety at Work Act 1974	x	
Ability to work cooperatively and supportively within the team in line with the Code of Conduct.	x	
Additional Requirements		
General practical skills and/or maintenance experience.	x	
Good IT skills.	x	
A passion and desire to drive things forward.	x	
Commitment to working within the School's Safeguarding Policy and Procedures.	x	
Flexibility to undertake any role within the department.	x	
Committed to the safeguarding of children	x	
Experience of working in a school environment in a caretaking role.		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 03/10/2025. 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 w/c 6th October 2025. 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



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



PARK HOUSE SCHOOL



Andover Road,
Newbury,
RG14 6NQ



01635 573911



office@parkhouseschool.org



www.parkhouseschool.org