



COMMITTED TO
EXCELLENCE
GREENSHAW HIGH SCHOOL

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RECRUITMENT PACK



Proud to be part of the

GREENSHAW
LEARNING TRUST

Greenshaw High School,
Grennell Road,
Sutton,
Surrey SM1 3DY

Telephone: 020 8715 1001

Email: info@greenshaw.co.uk



Dear candidate

Welcome to our school and thank you for taking an interest in joining Greenshaw High School. We are the highly popular founder school in a thriving multi academy trust. We are very proud of our great community and look forward to welcoming you, should you wish to be part of our special community.

Greenshaw High School is a highly over-subscribed 11 to 18 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,960 students on roll, with staff providing teaching, pastoral care and many other support activities across the school. We have a very diverse population of students, meaning that this school offers a fully comprehensive range of opportunities for colleagues who work here.

We are fortunate to be a highly popular school with a long standing and trusted record for excellent education. This was endorsed in our most recent Ofsted report (October 2024) that judged four areas of our school's performance to be 'Outstanding'. We believe this comes from our ambition to achieve two different educational targets.

The first is striving for all of our students to achieve **high outcomes** - we have been in the top 10% of all schools for progress at GCSE in two of the last three years, and enabled over 60 students each year to achieve a place at a Russell Group university. We are particularly proud that the progress of our disadvantaged students is also in the top 10% nationally at GCSE and that we are one of the most respected schools for the education of SEND students in Sutton.

The second ambition is to do all we can to create a culture of **high welfare**. We prize the dignity of all members of our community, greeting our pupils at the gate when they arrive at school, as they enter each classroom and around school. We encourage, and model, high quality social interaction throughout the school day so that our pupils are naturally welcoming and interested in others. Alongside our care for pupils we also have absolute regard for the workload of all colleagues, those that teach and those that are non-pupil facing, with a culture of warmth and support. I am very proud that our Ofsted report, while grading 'Behaviour and Attitudes' as outstanding, also used the adjective 'friendly'.

These are very exciting times for our school. We are on the cusp of a significant building project that will see two thirds of the school rebuilt, totally upgrading the day to day experience for our pupils and staff. While we work tirelessly to maintain the fabric of the existing buildings, and the decor within them, I am very excited about our students being able to learn in brand new science labs, drama studios, and art facilities supported by a twenty first century learning resource centre.

Joining Greenshaw represents an excellent professional opportunity. You would be joining a staff group, teaching and non-teaching, who are totally committed. Our Research School status means we have access to the most recent findings about educational effectiveness, alongside a rich training programme for all colleagues.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with extraordinary outcomes for our children across primary and secondary phases, spread over nine local authorities in southern England. This means we are also very well connected to subject leads, professional support and wider networks. As a group each school is focused on developing our own excellence, as well as committing to the successes of our other partner schools.

I know that there is often a relatively tight window for applications but we always welcome visits prior to making an application. If you would like to arrange a visit, or talk over the phone or online, do please contact the school's HR team at hr@greenshaw.co.uk.

Greenshaw High 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.

If our vision for education is one you share then please do read on. We are ambitious about promoting excellence, life changing opportunities and inclusion. I very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work to continue the development further of our successful school.

I look forward to welcoming you in person at Greenshaw High School very soon



Yours sincerely

Nick House, Headteacher

TERMS AND CONDITIONS

CONTRACT

- Permanent

SALARY

- Salary calculated in line with NJC (Outer London) 4/5 pay scale, points 7-15, £30,288.00 - £33,987.00 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

- Full Time, 36 hours per week
- 52 weeks per year
- Typical working pattern: Monday - Thursday 8:00 am - 16:00 pm and Friday 8:00 am - 15:45 pm
- The above hours include a daily unpaid break of 45 minutes

PLACE OF WORK

- Greenshaw High School, Grennell Road, Sutton, Surrey SM1 4DY.

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:	Design Technology Technician
Responsible to:	Head of Department

ROLE OVERVIEW

We are looking for an enthusiastic Design Technology Technician to join our committed Art and Design Department. This is an excellent opportunity for a committed person to join a friendly, dynamic, hard-working and supportive team. The department comprises of Art, Photography, Graphic Communication, Fashion & Textiles and 3-D. The department has a collaborative approach and values individual's skills and strengths in teaching and learning.

DEPARTMENT OVERVIEW

Art and Design at Greenshaw High School is based in a series of very well resourced specialist rooms suitable for the full range of subjects that we offer. Highlights include a laser cutter, Dye Sub printing for Fashion and Textiles projects, 2 computer suites and 2 3-D workshops fully equipped art rooms, an artist's studio, student workspace and sixth form workshop. In addition to classrooms, Design and Technology staff have a well-equipped office space and also significant technicians work preparation areas and workshops.

KS3: 3-D, Graphic Products, Communication and Fashion Textiles are delivered to all pupils at KS3 through a variety of projects. KS3 courses are designed to offer valuable experience in a range of materials and techniques to a wide range of pupils with a strong emphasis placed on both design and practical skills.

KS4: Pupils are offered the opportunity to follow GCSE courses in Art and Design, 3-D, Art, Graphic Products, and Fashion & Textiles.

KS5: The department delivers five highly successful A-Level courses in Art, Photography, Graphic Communication, Graphic Design, Fashion & Textiles and 3-D. The excellent results in these subjects reflect the high quality of teaching and expertise in the department and also show our desire to push new boundaries.

MAIN DUTIES AND RESPONSIBILITIES

Main Responsibilities

- To prepare and maintain classrooms and workspaces for use by staff and students ensure that an orderly, safe and healthy environment is provided for teaching activities.
- To prepare and assemble teaching resources and equipment for use by the teachers and students.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.

- To undertake regular stock checks and make teaching staff aware of stock levels. Placing orders for approval by the Head of Department to maintain stock levels required.
- Receive incoming goods, check delivery notes, store materials and confirm receipt.
- To support teaching staff with the organisation and preparation of displays of subject materials or students' work.
- To ensure that Health and Safety requirements and other relevant regulations are adhered to. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- To ensure safe storage of equipment.
- To support teaching staff and students during lessons.
- To carry out servicing of machines and equipment to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
- To inspect, clean and sharpen hand tools.
- To maintain an inventory system for items within the department.
- To control and safely store all chemicals and specialised solutions, ensuring that current Health and Safety, COSHH and ESCC regulations are adhered to.
- To maintain necessary safety signs and record equipment checks.
- To keep stock rooms tidy and in good order.
- To assist with the preparation of whole school productions and events.

General Responsibilities

- To participate in school initiatives where every person is expected to contribute to 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;
- To undertake any other duties commensurate with the post as may be required by the Headteacher.

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
Education, qualifications and training		
At least five GCSE's or equivalent which must include at least a 4 grade in Maths and English	x	
Willingness to undertake ongoing training	x	
A vocational or academic qualification in the relevant subject area at NVQ level 3 or above		x
DATA certification		x
First Aid certificate (or be willing to undertake training)		x
Experience and knowledge		
Previous experience as a Technician or Reprographics in a school setting	x	
Good understanding of health and safety, COSHH and ESCC regulations (training can be provided)	x	
Knowledge of technical areas, relevant policies, legislation requirements	x	
Aptitude and skills		
Ability to operate and maintain machinery and the surroundings	x	
Ability to use relevant technology and specialist equipment effectively	x	
Ability to monitor supplies of resources and equipment and order more when required	x	
Excellent problem solving skills	x	
Ability to work independently and show initiative	x	
Ability to work under pressure, prioritise, multi-task and work to strict timelines	x	
Ability to work flexibly to support others and respond to unplanned situations	x	
Good organisational skills and the ability to make own time effectively	x	
Ability to work constructively as part of a team and build and form good relationships with colleagues	x	
Have good verbal and written communication skills, with the ability to communicate in a professional manner	x	

Ability to follow instructions and respond to management directions and follow established processes	x	
Additional requirements		
Commitment to high standards and expectations	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Recognition of the importance of personal responsibility for Health and Safety	x	
Commitment to the school's ethos, aims and its whole community	x	
Knowledge and understanding of the education sector, a desire to work in a comprehensive school, and a willingness to contribute to various aspects of school life		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 30/11/2025. 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 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 on 05/01/2026 or as soon as available.



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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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