



**GREENSHAW**  
LEARNING TRUST



*Orchard Park  
High School*

**Premises Assistant  
Recruitment Pack**

**ALWAYS  
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Premises Assistant at Orchard Park High School.

We are successful and ambitious. We pride ourselves on routines, systems and excellence. We are a calm, happy and high achieving school with a diverse community.

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 pupils. 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.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-five schools: seven in South London, five in Berkshire, one in Surrey, nine 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.

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 on 0208 776 0220 or via email [Kweighill@orchardparkhigh.net](mailto:Kweighill@orchardparkhigh.net). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Ms C Moran  
**Headteacher**

## Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust 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 the 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.

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 2840 people and educates over 17,300 pupils. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. 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 (EAP)
- Eye care voucher scheme
- Childcare voucher scheme
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Line Managed by:</b>	Site Manager
<b>Line Management:</b>	N/A
<b>Contract:</b>	Permanent, Term Time only + 1 additional week
<b>Salary:</b>	NJC Pay Scale Grades 3-4, Points 5-10 (£24,804-£26,913) Pro Rata <b>Actual Salary: £21,390-£23,209</b> Salary will be determined by experience and qualifications
<b>Hours of Work:</b>	Full Time, 36 hours per week, Monday to Friday. <i>The hours of work for this post will vary but start time will be no earlier than 7am and finish time no later than 6.30pm. However, it is essential that the candidate is flexible and has the ability to cover the other full time members of the team when requested.</i>
<b>Place of Work:</b>	Orchard Park High School, Orchard Way, Shirley, Croydon, CR0 7NJ
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	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 or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a>
<b>Holiday Entitlement:</b>	As this is a term time role the post holder will be paid an enhancement for holiday pay
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	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**

### **Key Purpose**

This is an excellent opportunity for a highly motivated and reliable individual to join Orchard Park High School to support its Premises 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.

All duties must be carried out to comply with the Health and Safety at Work Act, Acts of Parliament, Statutory Instruments, COSHH Regulations, and other legal and nationally agreed regulations or codes of practice that are relevant.

### **Specific Responsibilities**

#### **Maintenance**

- Being pro-active in identifying, reporting and rectifying building defects and broken or damaged equipment, ensuring that a high standard of repair is maintained
- Provide staff access to the site in the event of snow, ice or flooding
- Carry out general repairs, refurbishment and improvement tasks
- Perform routine plumbing tasks such as unblocking sinks, urinals and toilet basins, as required
- Under the direction of the Site Manager, carry out periodic testing of the school's fire alarm system
- Carry out periodic testing of hot and cold water outlets
- Under the direction of the Site Manager, supervise contractors that are working on site
- Ensure that all clocks are synchronised and in working order
- Undertake general assistance to staff (e.g. moving furniture and equipment, setting up for school events, examinations and assemblies)
- Receive deliveries to the school premises and provide a portage service
- Liaise with the Site Manager regarding the management of waste/recycling collection by the appointed contracted services
- Share responsibility for the general maintenance (e.g. water, fuel and oil checks, tyre pressure) and cleaning of the school minibuses and report any issues to the Site Manager
- Ensure all premises storage areas are kept clean and tidy, free from hazards.
- Cover shifts and duties for absent premises staff as directed by the Site Manager

### Cleaning

- To monitor the standard of cleaning carried out by cleaning staff to ensure satisfactory standards of hygiene are maintained in accordance with the Cleaning specifications, reporting any defects to the Site Manager
- Carrying out emergency cleaning (e.g. toilets/medical room) or any other additional cleaning (e.g. for parents' evenings), as required
- Ensuring that the litter bins are emptied on a daily basis, that the grounds, pathways and brick paved areas are free from litter and other debris, and that tarmac surfaces are swept and drains and gullies are clear and clean

### Energy and Services

- Under the direction of the Site Manager, monitor, operate and adjust the heating plant to ensure economic use and to provide a comfortable level of heating (appropriate training will be provided)
- Carry out minor emergency light testing under the direction of the Site Manager

### Security

To share responsibility for the total security of the whole site, the premises and their contents. This includes:

- Ensuring that the site is opened promptly and ready for the school day
- Ensuring that at the end of the day or other appropriate times, all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- Being responsible for the total security of the whole site during the evening shift
- Reporting any security issues to the Site Manager, as they occur
- Being responsible for checking all perimeter fences
- Liaising with mobile security force, and/or the police as required
- Being a Registered Key holder – to be called out when emergencies arise
- Being responsible for checking that all keys taken from the key cabinets are locked away at the end of their shift
- Ensuring that the security of all deliveries from initial arrival to disposal

### Health and Safety

- Under the direction of the Site Manager, to update the online premises management system
- Ensure familiarity of the asbestos register
- Refer all contractors to the Asbestos Register before they commence work
- Ensure that all flammable materials are stored in the appropriate containers and storage areas

- Take reasonable care of your own health and safety and for that of other persons and use the appropriate safety equipment in the execution of your duties
- Report immediately to the Site Manager or Headteacher any accident, dangerous occurrence or practice, or threat to health and safety
- Ensure that all working practices comply with the current guidance and advice and school policies

### General

- Maintain regular contact with the school office, other members of the Premises Team by means of the personal radio provided
- Ensure a good knowledge of forthcoming events by reading the weekly staff bulletin/school calendar and liaising with the Site Manager
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance managements, as required
- Recognise own strengths and areas of specialist expertise and use these to advise and support others
- To drive the school minibus if and when required
- Adopt a pro-active and responsible attitude to all duties required throughout the school and to update the Site Manager on a daily basis to any work that requires attention, if unable to rectify immediately

*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.*

## 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
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ol style="list-style-type: none"> <li>1. Hold a current clean driving licence and be willing to drive the school minibus on occasions (training will be provided)</li> <li>2. Willingness to undertake ongoing training</li> <li>3. Experience or knowledge of basic building repair and maintenance</li> <li>4. Experience or knowledge in the use of small industrial, electrical and mechanical equipment</li> <li>5. Experience in complying with regulations such as Health &amp; Safety, manual handling, COSHH etc. to ensure that all duties are carried out safely</li> <li>6. Good IT skills to be able to assist the Site Manager in the administration and record keeping work of the site</li> </ol>	<ol style="list-style-type: none"> <li>7. Hold a valid first aid qualification or a willingness to undertake basic first aid training</li> <li>8. Experience working within a school or similar setting</li> <li>9. Experience or skills in a trade</li> </ol>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ol style="list-style-type: none"> <li>1. Good verbal and written communication skills</li> <li>2. Ability to build and form good relationships with colleagues and to work collaboratively as part of a team, including covering for colleagues as required</li> <li>3. Ability to appropriately deal with confidential information</li> <li>4. Demonstrate a commitment to safeguarding and promoting the welfare of young people</li> </ol>	

	<ol style="list-style-type: none"> <li>5. Desire to enhance and develop skills and knowledge through CPD</li> <li>6. Recognition of the importance of personal responsibility for Health and Safety.</li> <li>7. Commitment to the school's ethos, aims and its whole community</li> </ol>	
<p><b>Additional Requirements:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:</p>		
	<ol style="list-style-type: none"> <li>1. Willingness and ability to work a shift-rota system and to be flexible regarding working hours and duties</li> <li>2. Have high professional standards and expectations with a professional manner and an obvious sense of pride in your work</li> <li>3. Demonstrate a commitment to safeguarding and promoting the welfare of young people</li> <li>4. Desire to enhance and develop skills and knowledge through CPD</li> <li>5. Recognition of the importance of personal responsibility for Health and Safety</li> <li>6. Commitment to the school's ethos, aims and its whole community</li> </ol>	

## The Recruitment Process

### 1. Application

If you are interested in this vacancy please submit your CV to: [Kweighill@orchardparkhigh.net](mailto:Kweighill@orchardparkhigh.net). Shortlisted candidates will be asked to apply officially via our online account. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, 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 **9am on Monday 30<sup>th</sup> October, 2023**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised on **Monday 30<sup>th</sup> October, 2023**. 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 held **as soon as possible after the closing date**. Applicants will 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 Karen Weighill on 0208 776 0220 or email: [Kweighill@orchardparkhigh.net](mailto:Kweighill@orchardparkhigh.net)

### 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.