



COMMITTED TO  
EXCELLENCE  
GREENSHAW HIGH SCHOOL

# GREENSHAW HIGH SCHOOL

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](mailto: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 immensely proud of our great community and look forward to welcoming you, should you wish to be part of our special family of staff and students..

Greenshaw High School is a highly over-subscribed 11 to 19 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. We have also 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 into an amazing 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, and we run a rich training programme for all colleagues.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with very strong 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. In addition, our school website is very detailed and offers much information about the school. 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](mailto: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 pay scale, points 3-6, £28,617.00 - £29,856.00 per annum (£12,853.00 - £13,409.00 per annum pro-rated). 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

- Part Time, 18.75 hours per week
- Term time plus one week (5 Inset Days)
- Typical working pattern: Monday - Friday 09:45am - 14:00pm
- The above hours include a daily unpaid break of 30 minutes
- Flexibility and the ability to work outside of the normal working hours may be required

## 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 postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## 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>	Social Time Supervisor
<b>Responsible to:</b>	Deputy School Office Manager

## ROLE OVERVIEW

We are looking for a highly motivated individual to join our committed Social Time Supervisor Department. The successful candidate will play an important role in ensuring that our students are supervised appropriately and kept safe on the premises during social time periods. For the right candidate, this is a fantastic opportunity to make a difference to the lives of our students.

Social Time Supervisors play an important role in ensuring that our students are supervised appropriately and kept safe on the premises during break and lunchtime periods.

Greenshaw High School operates a split social time rota based on duty points, which are reviewed on a daily basis. Social Time Supervisors may be assigned to the same duty point for all of their duties, or assigned to a different duty point for each day. The social time rota operates as below:

### Break:

09:55am – 10:15am	Year 7 & Year 8
10:20am – 10:45am	Year 9
10:55am – 11:15am	Year 10, Year 11 & Sixth Form

### Lunch:

12:05pm – 12:45pm	Year 7
12:15pm – 12:45pm	Year 8
12:45pm – 13:15pm	Year 10
13:15pm – 13:45pm	Year 9, Year 11 & Sixth Form

Prior to the start of the break and lunchtime periods, our Social Time Supervisors prepare the eating areas for students and ensure that the area is clean and tidy for the start of the next break and lunch period

Due to the nature of the role, the majority of break and lunchtime duty points are outside. Social Time Supervisors work outside in variable weather conditions.

## MAIN DUTIES AND RESPONSIBILITIES

- Provide general supervision of students during the lunch period in designated lunchtime areas;
- Undertake particular supervision duties associated with the duty point allocated to you on any given day;

- Prior to the start of the lunch period and in the period between Lower School and Upper School lunch, prepare the lunch areas for students and ensure that the area is clean and tidy for the start of the next lunch period;
- Ensure that students tidy/clear up in a satisfactory manner;
- Ensure that sensible queueing arrangements are maintained;
- Manage student behaviour at lunchtime in line with the school's behaviour policy;
- Work in close co-operation with other school staff;
- Report to the Operations Co-ordinator at the start of each lunchtime to pick up any instructions that apply to that particular day;
- Keep the safeguarding team informed of any concerns relating to safeguarding and/or child protection.

## **GENERAL RESPONSIBILITIES**

- Act as a professional and positive role model to our students in terms of personal presentation, timekeeping and behaviour;
- Be responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and training courses, meetings, and keeping abreast of changes in legislation;
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- 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
<b>Education, qualifications and training</b>		
Willingness to undertake ongoing training	x	
<b>Experience and knowledge</b>		
Previous experience of working successfully as part of a team	x	
Previous experience of working in an educational setting, ideally a secondary school		x
<b>Aptitude and skills</b>		
A commitment to working young people and the ability to be able to relate well to them	x	
Ability to maintain behavioural standards, and to be firm but fair in matters of discipline	x	
Ability to communicate effectively with colleagues, students, parents and other visitors in a professional manner	x	
Ability to work constructively as part of a team, making a positive contribution, whilst building good relationships with colleagues	x	
Ability to show initiative and work under pressure, multi-task and manage time effectively	x	
Ability to work flexibly to support others and respond to unplanned situations	x	
Committed to the safeguarding of children	x	
<b>Additional requirements</b>		
Able to appropriately deal with confidential information	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	

# 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 23/11/2025. 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 as soon as possible.



# GREENSHAW LEARNING TRUST



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Sutton SM1 4AF



020 3988 0218



[info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)



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