



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 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](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) 3/4 pay scale, points 5-10, £28,521.00 - £30,630.00 per annum (£15,845.00 - £17,016.00 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, 20 hours per week
- 52 weeks per year
- Typical working pattern: Monday - Friday 16:00 pm - 20:00 pm
- Flexibility 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 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

<b>Post:</b>	Premises Assistant
<b>Responsible to:</b>	Premises Manager

## ROLE OVERVIEW

We are looking for a Premises Assistant. This is an exciting opportunity to join Greenshaw High School and become an integral member of the Premises Department.

The Premises Team at Greenshaw High School comprises our Premises Manager and Assistant Premises Manager, who are assisted by a team of Premises Assistants and our in-house Cleaning team.

With the support of the Premises Team, you will ensure that the whole site, including the premises, the furniture and fittings, and the grounds are maintained to a high standard.

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.

## MAIN DUTIES AND RESPONSIBILITIES

### Maintenance Responsibilities

- Being pro-active in identifying, reporting and rectifying building defects and broken or damaged equipment, ensuring that a high standard of repair is maintained;
- Supporting the security of the whole site, the premises and their contents. To include the opening and locking up of the premises, including extended school provision, parents' evenings, lettings and emergency call outs;
- Undertaking a range of re-decoration and maintenance work (e.g. routine plumbing tasks) to ensure a high standard of repair and decoration throughout the school;
- Undertaking activities to maintain a safe and clean environment e.g. gritting, litter picks, recycling/waste collection and removal, graffiti removal, safe access routes and keeping drains free from obstruction;
- Carrying out health and safety checks, including fire alarm systems, emergency lighting, Legionella and keeping up to date records under the direction of the Premises Manager;
- Operating premises programmed systems (e.g. heating, lighting, water), 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 and if require contact a competent contractor to repair;
- Carrying out routine drive checks and general maintenance of the school's minibuses, including fuel and oil, tyre pressure and water checks, reporting any issues to the Premises Manager;
- Supervising lettings, liaising with hirers and providing assistance as required in letting agreements;
- Supervising contractors that are working on site;
- Carrying out emergency cleaning or any other additional cleaning duties as required, supporting during periods of absence or as directed by the Premises Manager;

- Undertaking general portering duties to include moving furniture and equipment, setting-up for school events and lettings;
- Supporting the Premises Manager in ensuring that all working practices comply with current guidance and Health and Safety regulations and school policies.

### General Responsibilities

- Adopt a pro-active and responsible attitude to all duties required throughout the school and to update the Premises Manager or Cleaning Supervisor on a daily basis to any work that requires attention, if unable to rectify immediately;
- Ensure a good knowledge of forthcoming events by reading the Premises Team calendar and Red Notices provided and liaising with the Premises Manager;
- Keeping up to date with the requirements of the role by attending appropriate INSET and meetings, and keeping abreast of changes in legislation;
- Maintain regular contact with the school office, other members of the Premises Team and the Director of Operations by means of the personal radio provided;
- Assist with car park stewarding duties, as required;
- Recognise own strengths and areas of specialist expertise and use these to advise and support others;
- Carrying out any other duties as may be reasonably requested by the Premises Manager, Director of Operations or 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>		
Educated to at least GCSE grade C standard (or equivalent) in English and Mathematics	x	
Hold a current driving licence to drive the school minibus	x	
Willingness to undertake induction and ongoing training	x	
Qualifications and/or training associated with a specific trade		x
<b>Experience and knowledge</b>		
Experience or skills gained as a handyperson or through a trade e.g. joinery, plumbing	x	
Experience or knowledge of basic building repair and maintenance	x	
Experience or knowledge in the use of small industrial, electrical and mechanical equipment	x	
Working knowledge of regulations such as Health & Safety, manual handling, COSHH etc.	x	
Previous experience working in a similar role within a school or similar setting		x
<b>Aptitude and skills</b>		
Proven ability to identify faults and carry out specialised repairs and building improvement works to a high standard	x	
Ability to problem solve and apply practical and creative solutions to a range of issues with the fabric and furnishing of a building	x	
A reasonable level of fitness to meet the physical demands of the job	x	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to changing & conflicting demands	x	
Ability to work collaboratively as part of a team	x	
Good verbal and written communication skills, with the ability to communicate effectively with staff, students and the wider community	x	
Good IT skills to support the administration and record-keeping work of the Premises team	x	
Ability to use initiative to improve processes		x

Additional requirements		
Willingness to be flexible regarding working hours and duties and to be on standby callout for any emergencies	x	
Have high professional standards and expectations, with a professional manner and an obvious sense of pride in your work	x	
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 25/08/2025. 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.



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7 Throwley Way,  
Sutton SM1 4AF



020 3988 0218



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