



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 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.

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 S02/PO2, points 27-31, £41,133.00 - £44,685.00 per annum (£33,134.91 - £35,996.25 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, 29 hours per week
- 52 weeks per annum
- Typical working pattern: 8:00am to 4:00pm, 4 days per week across Monday to Friday (to be discussed at interview)
- The above hours will include a daily unpaid break of 45 minutes
- Flexibility and the ability to work outside of the normal working hours may be required

PLACE OF WORK

- Based in Greenshaw High School, Grennell Road, Sutton, Surrey SM1 4DY.
- May be required to work or travel to other schools within the service hub.

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 26 days plus 2 extra-statutory days (22.5 day pro-rated)

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:	Hub Site Manager
Responsible to:	Regional Estates Manager
Responsible for:	Premises and Site Staff

ROLE OVERVIEW

We are looking for an enthusiastic, highly motivated individual to join our committed Premises team. The successful candidate will motivate, challenge, support and inspire our students. They must also have relevant experience in a similar role with a proven track record.

The Hub Site Manager will play a key role in managing the school sites and site staff including allocation and monitoring of work and performance review, ensuring that the environment is clean and safe for students, staff and visitors to the schools. This role is based at Greenshaw High School but will also be required to support Green Wrythe Primary School, Tweedale Primary School, Victor Seymour Primary School, Woodfield Primary school and Bandon Hill Primary School, or any other schools in the local geographic area that come into the service hub.

The Hub Site Manager will have responsibility for overseeing the management of the sites, facilities, and compliance of the schools within the service hub, including the premises, furniture, fittings and the grounds. This will also include supporting with managing the schools' estates contracts including the cleaning and grounds maintenance contracts, and ensuring direct reports comply with safety legislation and adhere to all safety policies and practices. In their absence the regional Estates Manager will be the school's point of contact.

MAIN DUTIES AND RESPONSIBILITIES

Management of the School Site Staff

- Manage the school site staff ensuring activities are completed to provide a safe and clean external environment e.g. gritting, litter picks, waste collection and removal, graffiti removal, safe access routes and keeping drains free from obstruction;
- Receive regular detailed reactive maintenance reports from the school site staff;
- Identify individual and team training and development needs and source appropriate training courses including for specific skills e.g., electrical maintenance;
- To ensure new team members are fully inducted to include health and safety, fire and first aid requirements;
- Coordinate site opening, closing and amenities requirements for after school activities;
- Oversee equipment and package handling to ensure Health & Safety regulations are followed;
- Overseeing the organisation and setting up for school events, examinations and assemblies, ensuring that the set-up is put away in a timely manner;

- To support general portage duties to include the setting out and putting away furniture as necessary.

Planned and Reactive Maintenance

- Undertake planning and development of the school site, in conjunction with the Regional Estates Manager, identifying the most appropriate, cost effective and efficient solutions;
- Develop and implement a rolling maintenance programme;
- Develop and implement a rolling programme of redecoration and refurbishment, as agreed with the Regional Estates Manager to ensure a high standard of repair & decoration throughout the school;
- Communicate to the team and monitor the planned maintenance programme for the school identifying third-party contractors when required;
- To keep accurate online records and paperwork relating to building, plant, and equipment servicing and maintenance;
- To use the online helpdesk system to record and respond to job requests, plan works, and effectively direct work on site;
- Obtain quotes from third party contractors following finance guidelines and liaise with the Regional Estates Manager as necessary, prior to instructing them to undertake the work to demonstrate that best value has been obtained;
- To arrange for maintenance and refurbishment work to be carried out by suitably qualified contractors, monitoring the safety of their working practices, reporting where possible on the quality of their work and follow up any apparent failures or further work required;
- To manage external contractors working on site and ensure premises health and safety;
- Ensure that any contractors visiting the site are shown a copy of the Asbestos Register;
- To be responsible for carrying out Health and safety checks including: Fire, Asbestos, Legionella, vehicles and keeping accurate up to date records under the direction of the Regional Estates Manager;
- To be responsible for the operation of the premises programmed systems, 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;
- Ensuring that monthly meter readings of the utility services are recorded and passed on to the relevant party;
- Ensure that the fire alarm is checked weekly and a record of the test maintained;
- Ensure that the emergency lighting is checked weekly and a record of the test maintained;
- Responsibility for ordering, checking and authorising all site-related purchase orders and invoices and liaising with the Finance department & Regional Estates Manager, in line with school financial guidelines;
- To be responsible for the ordering of products needed for site and receiving of deliveries of goods and equipment and distributing as appropriate. To include maintaining appropriate records as required and

appropriate levels of cleaning/sundries and repairs and maintenance materials. To work within the finance processes for orders;

- Manage the cleaning staff, or where appropriate, monitor the cleaning contract. Monitoring cleaning standards, ensuring corrective action as required and supporting during periods of absence, or where additional cleaning is required;
- Manage the grounds maintenance by managing contractors reviewing continuously to ensure best value for money;
- Review planned tasks and identify areas where costs can be reduced.

Health and Safety

- To be a responsible Fire Warden, safely leading the school in an event of a fire and preparing the school in case of emergency;
- Ensure that the school is properly prepared for during inclement weather and all possible measures have taken place to attempt to keep the school open;
- Ensure that a register of all hazardous chemicals in use on the site is developed and maintained, and ensure that all staff who use the chemicals are aware of how they should be safely used and stored;
- Monitor, measure and report health and safety issues to Regional Estates Manager and H&S Lead.

Security

- To be a key holder and to be responsible for the maintenance of keys and the electronic alarm system. To include coordinating the opening up and locking of premises including extended school provision and emergency call outs, identifying and training suitable keyholders to cover periods of absence. As a keyholder, the post-holder should be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising at any time. This duty will extend to include other primary schools within the service hub;
- Manage the site security and ensure that entrances and exits are monitored through the school day and out-of-hours, including ensuring that there is an adequate number of staff on site at all times when the school is open;
- Ensure that the locking systems of the buildings are not compromised, and that the alarm is regularly serviced and maintained.

Additional Duties and Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person;
- Contribute to the overall ethos/work/aims of the school and trust;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;

- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Provide a high level of customer service to all stakeholders;
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

Decision Making

- Managing work in liaison with the Regional Estates Manager to meet business needs;
- React to unforeseen emergency situations taking appropriate actions.

Contacts and Relationships

Although the post-holder reports to the Regional Estates Manager, the day to day operation of the school comes under the direction of the Headteacher or their deputy.

The post-holder will be required to supervise cleaning, site staff and contractors where appropriate.

As a keyholder, the post-holder should be contactable outside normal working hours. They will be expected to respond appropriately in the event of emergencies arising at any time.

Physical Effort

At certain points of the day the post-holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. maintenance work, painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture.

Due to the nature of Site Manager, there will be an expectation that the post-holder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Other Duties

Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement; also use of toxic chemicals.

Protective clothing will be provided and must be worn while undertaking relevant duties.

Use of domestic power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis.

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.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge
- To engage actively in the Performance Management process

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		
Good numeracy/literacy skills / GCSE (or equivalent) Maths and English	x	
IOSH or NEBOSH qualification or ability to attain	x	
Willingness to participate in development and training opportunities	x	
NVQ 3 or 4 OR equivalent qualification desirable		x
Specific training in specialist area – Legionella, Asbestos, Fire Safety		x
A First Aid certificate, or willingness to train as a first aider is desirable		x
Experience and knowledge		
Knowledge of moving and handling procedures	x	
Caretaking/Site Management experience in a school or similar environment	x	
Working knowledge of relevant policies/codes of practice/legislation	x	
Relevant trade experience – plumbing, building, electrical etc		x
Aptitude and skills		
Ability to make decisions, identify and solve problems on thorough analysis and sound judgement.	x	
Ability to manage and lead a team on own initiative	x	
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands	x	
Good IT skills including knowledge of Email	x	
Good organisational skills and the ability to work well under pressure	x	
Ability to work well as part of a team	x	
Diplomatic and confident	x	
Self-motivated and ability to use initiative	x	
Ability to deal sensitively with people and resolve conflicts	x	
Ability to listen and respond appropriately	x	

Commitment to working within the School's Safeguarding Policy and Procedures.	x	
Commitment to high standards and expectations.	x	
Demonstrable and consistent approach towards others in operating with confidence and integrity.	x	
Team leading skills		x
Additional requirements		
A flexible approach to working hours	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	
Desire to work with young people and to support their education and achievements	x	
Commitment to improving the life chances of young people and motivated by a desire to provide high standards of service delivery	x	
Sensitivity to the range of needs and difficulties that young people experience	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 10/05/2026. 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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