



**GREENSHAW**  
LEARNING TRUST



**Deputy Site Manager**  
Recruitment Pack

**ALWAYS  
LEARNING**

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## Introduction

Dear Candidate,

Thank you for your interest in the role of Deputy Site Manager at Brakenhale School. This new role is intended to support the Site Manager in operating a cross-site premises provision to the GLT schools in the Bracknell area.

As the new Headteacher of the school as of 1<sup>st</sup> September 2021, it's an ideal opportunity to join me in our next phase as we build on the existing successes here at Brakenhale. I am looking for a passionate and ambitious individual to join our school community where, together, we will ensure that our vision of increasing the life chances for our students continues.

The Brakenhale School is an 11 to 19 academy situated on the southern side of Bracknell town centre. Our brand-new building, opened in 2020, has created a renewed learning environment in which our students can flourish. This commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Furthermore, being an integral part of our local community is something that we value.

The Brakenhale School joined the Greenshaw Learning Trust (GLT) in 2016. GLT has at its heart effective collaboration and the sharing of the very best practice, not only throughout the organisation, but across and with other like-minded educational organisations. This leads to further improvement in the life chances of as many young people as possible. As such, our school was graded 'Good' in the last Ofsted inspection (January 2019). However, some elements were deemed 'Outstanding' which we are proud of.

The Greenshaw Learning Trust website [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk) provides a clear picture of our aspirations and our vision for schools within the Trust. Please do not hesitate to contact us to seek further information.

Diversity and inclusion are very much at the heart of our school. We 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.

I enclose a recruitment pack and I look forward to receiving your application.

Yours faithfully,

**Bhavin Tailor**  
**Headteacher - The Brakenhale School**

## Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust 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 believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local 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 to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

### 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 Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Car Benefit Scheme
- My Health discounts

## Job Description – Deputy Site Manager (cross site)

**Reporting to:** Site Manager

**Salary:** Fringe Scale I/H points 12-17 £23,208 - £25,557 per annum, full time equivalent salary

**Hours:** 37 hours per week year round. Actual hours of work to be specified by the Site Manager

**Medical Examination:** The appointment is subject to a satisfactory medical report.

**Superannuation:** 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: <https://www.lgpsmember.org/>

**Holiday Entitlement:** The annual holiday entitlement is dependent on salary plus 2 extra-statutory days.

**Probationary Period:** New employees are required to complete a six-month probationary period.

**Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

### Job Purpose

The Deputy Site Manager will play a key role in supporting the multi-site school's Site Manager with the security and day-to-day maintenance and compliance of the school sites, ensuring that the environment is clean and safe for the students, staff and visitors to the schools. This role is based at Brakenhale School but will also be required to support Crown Wood Primary School and Wildmoor Heath School, as well as any other schools in the Bracknell region that come into the service hub.

### Main Duties / Responsibilities

With the support of the site team, the Deputy Site Manager will have overall responsibility for ensuring the day-to-day maintenance of the various school sites, including the premises, furniture, fittings and the grounds. This includes:

#### Maintenance

- Identifying, reporting and rectifying building defects and broken or damaged equipment, ensuring that a high standard of repair is maintained across the site
- Carrying out routine repair, refurbishment and improvement tasks

- Assist the Site Manager in planning the scheduled maintenance and site improvement development schemes
- Oversee the routine maintenance schedule and records
- Undertake the upkeep of the records and legal documentation for the school vehicles and report any issues to the Site Manager

### **Security**

- Assist the Site Manager to ensure that the sites are opened promptly and ready for the school day
- Acting as a registered key holder, to be called out when emergencies arise
- Ensuring that the sites are secured at the end of the day, with all doors, windows and gates locked, gas and electrical appliances turned off, and all security alarms set and working correctly
- To be responsible for checking all perimeter fences
- Liaising with mobile security contractor and/or the police as required
- To be responsible for checking all keys taken from the key cabinets are locked away at the end of their shift

### **Energy & Services**

To assist the Site Manager to ensure the economic use of the energy services, ensuring that it meets the requirements of the school at all times. This includes:

- Monitoring, operating and adjusting the heating plants to ensure economic use and to provide a comfortable level of heating (appropriate training will be provided)
- Ensuring that periodic testing of water hygiene is carried out and records are up to date
- Take monthly meter readings of the utilities services and ensure that these are submitted to the school's Finance teams
- Assist with the management of waste/recycling collection by the appointed contracted services

### **Cleaning**

Responsibility for monitoring the standard of cleaning carried out, ensuring that satisfactory standards of hygiene are maintained across the school sites. This includes:

- Assisting the Site Manager in managing the disposal of all waste, refuse and surplus materials
- Ensure that the playgrounds are kept clear of litter and that bins are emptied daily
- Ensure that the grounds, pathways and tarmac areas are free from litter, or other debris, and that tarmac surfaces are swept and drains and gullies clear and clean at all times
- Carrying out emergency cleaning (e.g. toilets / medical room) or any additional cleaning, as required
- Update the Cleaning Supervisors on a daily basis of any work that requires attention

### **Events and Lettings Responsibilities**

- Responsibility for organising and setting up school events
- Ensuring that any hired rooms are tidy and clean before and after use

## Health and Safety

To ensure that all working practices comply with current Health and Safety Legislation and school policies. This includes:

- Taking all reasonable care of their own health and safety and for that of other individuals (whether students, staff, contractors or visitors)
- Ensuring that the appropriate safety equipment is used and safe working practices are followed by the Site Team
- Carrying out bi-annual Health & Safety inspections with the Site Manager
- Reporting immediately to the Site Manager or Headteacher any accident, dangerous occurrence or practice, or threat to health and safety
- Ensuring proper use of the facilities, reporting any unauthorised or improper use to the Site Manager
- Ensuring that all flammable materials are stored in the appropriate containers and storage areas, and carrying out testing of the school's fire alarm system and firefighting equipment
- Ensuring familiarity with the asbestos register, ensuring all contractors have seen and signed the register before they commence work
- Providing safe access to the site in the event of extreme weather conditions e.g. snow, ice or flooding
- Monitoring all site storage areas, ensuring that they are clean, tidy and free from hazards
- To record the regular compliance inspections and maintenance required to meet regulations, reporting regularly to the Site Manager and ensure implementation of any recommendations arising.

## General Responsibilities

In addition to the above outlined responsibilities, the Deputy Site Manager will also:

- Deputise for the Site Manager in their absence or as necessary
- Cover shifts and duties for absent site staff, as directed by the Site Manager
- Supervise contractors on site
- Receive deliveries to the school premises and provide a portorage service
- Attend school planning meetings, as required
- Be responsible for keeping up to date with the requirements of the role, by attending appropriate INSET and meetings, and keeping abreast of changes in legislation
- Undertake any other duties commensurate with the post as may be required by the Site Manager, GLT Regional Estates Manager, Senior Leadership Team, or the Headteacher.

## Other Job Requirements

### Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.



### Special Notes on Conditions

There may be occasions when attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

***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 and Qualifications:</b> On their application form, candidates will demonstrate that they have the following training and qualifications:		
	<ul style="list-style-type: none"> <li>At least five GCSEs or equivalent, which must include at least a C grade in Maths and English.</li> <li>Evidence of personal commitment to CPD</li> <li>Ability to travel between sites</li> </ul>	<ul style="list-style-type: none"> <li>Training and/or qualifications associated with caretaking / DIY / electrics / plumbing</li> </ul>
<b>Experience and knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate their experience and/or knowledge of:		
	<ul style="list-style-type: none"> <li>Experience or knowledge of basic building repair and maintenance</li> <li>Experience or skills in a trade</li> <li>Experience in complying with regulations such as Health &amp; Safety, manual handling, COSHH etc.</li> <li>Experience or knowledge in the use of small industrial, electrical or mechanical equipment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with technical equipment and systems (e.g. heating)</li> <li>Experience working within a school or similar setting</li> </ul>
<b>Skills and abilities:</b> In their statement of suitability and during the selection process, candidates will demonstrate the following skills and abilities:		
	<ul style="list-style-type: none"> <li>Ability to identify, monitor and carry out repairs and redecoration</li> <li>Ability to perform the physical tasks required by the post including lifting, carrying and periods of standing to undertake the duties of the post</li> <li>Flexibility to adapt to changing and conflicting demands, and to support others when responding to unplanned situations</li> <li>Good verbal and written communication skills, and the ability to communicate effectively with staff, students and the wider community</li> <li>Have a willingness to extend skills through appropriate training.</li> <li>Ability to build and form good relationships with colleagues</li> <li>Ability to comply with Health &amp; Safety regulations to ensure that all duties are carried out safely.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Good ICT skills and the ability to support the administration and record-keeping work of the Site Team</li> </ul>	
<b>Personal:</b> In their statement of suitability and during the selection process, candidates will demonstrate the following personal qualities:		
	<ul style="list-style-type: none"> <li>● Commitment to high standards and expectations.</li> <li>● High levels of professional integrity.</li> <li>● Flexibility to undertake any role within the department.</li> <li>● Recognition of the importance of personal responsibility for Health and Safety</li> <li>● Commitment to the school's ethos, aims and its whole community</li> <li>● Enthusiastic team player with ability to line manage in Site Managers absence</li> </ul>	
<b>Other:</b> In their statement of suitability and during the selection process, candidates will demonstrate the following other qualities:		
	<ul style="list-style-type: none"> <li>● Willingness to be flexible regarding working hours and duties, on evenings and weekends as required</li> <li>● Willingness and ability to be on standby call out for any emergencies that arise at the school outside of normal working hours</li> <li>● Ability to appropriately deal with confidential information</li> <li>● Demonstrate a commitment to safeguarding and promoting the welfare and development of young people and help demonstrate a positive attitude to helping them achieve their potential</li> </ul>	

## The Recruitment Process

### 1. Applications

To apply for a staff vacancy, please register for an online account to complete the application form. 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 on one side 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 29<sup>th</sup> August 2022.

### 2. Shortlisting

Shortlisted candidates will then be invited by email and or telephone to attend for an interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### 3. Interview

Interviews will be held soon after the closing date.

### 4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### 5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### 6. Take up post

The successful candidate will take up the post as soon as possible. Should you require any additional information, please contact the School HR Manager, Lisa Silk-Hale on [lsilk-hale@brakenhale.co.uk](mailto:lsilk-hale@brakenhale.co.uk)

### 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.