



# CROWN WOOD SCHOOL



Proud to be part of the  
**GREENSHAW**  
LEARNING TRUST

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RECRUITMENT PACK

Crown Wood Primary School,  
Opladen Way, Crown Wood,  
Bracknell RG12 0PE

Telephone: 01344 485448

Email: [clare.clifford@crownwoodprimary.co.uk](mailto:clare.clifford@crownwoodprimary.co.uk)



Dear candidate

Thank you for your interest in the role of Site Manager at Crown Wood Primary School. 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 students. 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.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Crown Wood Primary 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.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR team: [clare.clifford@crownwoodprimary.co.uk](mailto:clare.clifford@crownwoodprimary.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

*Kath Ralley*

**Kath Ralley**

**Interim Headteacher**

## **ABOUT OUR SCHOOL**

At Crown Wood Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Crown Wood a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

### **Ambition**

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### **Excellence**

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### **Pride**

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

**Dare to DREAM**

**Determination – Responsibility – Everyone  
Together**

**Aspiration & Achievement – Mutual Respect**

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with NJC pay scale, points 21-25, FTE £33,872 - £37,092 per annum.
- 3 days per week (8hrs 30mins per day, including 30-minute unpaid lunch - £21,971 - £24,059 per annum pro-rated).

## HOURS OF WORK

24 hours per week, part time, all year round role. Core hours – 08.00- 16.30 with 30-minute unpaid lunch.

Days – either Monday, Tuesday & Thursday, or Monday, Wednesday & Friday.

A flexible approach to working hours is required in accordance with operational requirements.

## DEPARTMENT STRUCTURE

The school site team is made up of the Site Manager with one direct report – the Site Assistant.

## PLACE OF WORK

Crown Wood Primary School, Opladen Way, Bracknell RG12 0PE.

## 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>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

- The annual holiday entitlement is (FTE) 24 days plus 2 extra-statutory days, pro-rata = 16 days + pro rata Bank Holidays.

## 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>	Site Manager (Primary School)
<b>Responsible to:</b>	Line manager
<b>Responsible for:</b>	Site Assistants / Cleaning Staff

## ROLE OVERVIEW

To manage the school site, oversee external contractors working on site and ensure premises compliance, and health and safety. To line manage associated site staff including allocation, monitoring of work and performance review.

This role is based provisionally at Crown Wood Primary School but will also be required to support any other schools in the Bracknell region that come into the service hub.

## MAIN DUTIES AND RESPONSIBILITIES

- Act as the main keyholder being responsible for security of the premises. To include the opening up and locking of premises including extended school provision, lettings and emergency call outs, identifying and training a suitable 2nd keyholder to cover periods of absence.
- Be the primary on site contact for all school estates projects, under the direction of Hub Site Manager, Regional Estates Manager and Capital Project Managers.
- Follow GLT financial processes, including monitoring the delegated estates budget, and ensuring best value.
- To manage a range of re-decoration and maintenance work, as agreed with the Hub Site Manager and Regional Estates Manager to ensure a high standard of repair & decoration throughout the school, following GLT Safe System of Working protocols.
- Manage the site team in undertaking activities to maintain 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.
- To be responsible for carrying out Health and Safety and compliance checks including: Fire, Asbestos, Legionella, vehicles, and to keep accurate online records and paperwork relating to statutory compliance, 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.
- To arrange for maintenance work to be carried out by suitably qualified contractors, obtaining quotations, completing necessary paperwork, monitoring the safety of their working practices using the GLT Safe System of Working protocols, carrying out site inductions, reporting where possible on the quality of their work and follow up any apparent failures or further work required.
- To be responsible for the operation of the premises programmed systems, ensuring that all plant and equipment operates at maximum efficiency and economy, and regularly inspect plant and equipment to ensure that it is clean and in a safe working order, reporting any deficiencies as appropriate.

- To be responsible for the 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.
- Manage the cleaning and site staff, or where appropriate the monitoring of cleaning contractors. Monitoring cleaning standards, ensuring corrective action as required and supporting during periods of absence, or where additional cleaning is required.
- To undertake general portering duties to include the setting out and putting away furniture as necessary.
- Be aware of all out of hours activities at the school, and arrange for the opening, closing, heating, and availability of equipment as necessary.

## HEALTH & SAFETY RESPONSIBILITIES

- To be responsible for the health and safety of all premises related activities.
- Review and update site specific risk assessments, and maintain the risk register.
- Support the H&S Lead with any investigations that require actions or recommendations relating to the site.
- Support the H&S Lead and Headteacher in coordinating emergency evacuations or drills.
- Undertake H&S and other relevant training as required.
- All users are to be trained in the safe use of tools and equipment, and have received role specific H&S training.

## DECISION MAKING

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

## CONTACTS & RELATIONSHIPS

- Although the post-holder reports to the Hub Site Manager and Regional Estates Manager, the day to day operation of the schools comes under the direction of the Headteacher or his/her deputy.
- The post-holder will be required to oversee cleaning standards.
- The post-holder will be required to supervise contractors where appropriate.
- The post-holder is responsible for arranging for suitable keyholders to be contactable outside normal working hours. He/she will be expected to respond appropriately in the event of emergencies arising.
- The postholder will be required to communicate courteously, considerately and effectively with;

All GLT employees

Families, Students and the wider school community

GLT Shared Services teams

Senior Management, Governors and Trustees

Contractors and visitors

## 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 the Hub Site Manager role there will be an expectation that the post-holder will be exposed to dirt and dust which on occasions, during periods of adverse weather conditions, may be higher than normal.

## ADDITIONAL DUTIES & 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
- 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 & visitor (in accordance with appropriate health & safety legislation) at all times
- 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 power tools for appropriate repair and maintenance tasks. Cleaning equipment (e.g. buffing machine) and chemicals will be used on a regular basis.

## 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>Qualifications, Training and Experience</b>		
Experience of team line management		x
Good IT / numeracy / literacy skills / GCSE (or equivalent) Maths and English	x	
Full UK valid driving licence and use of suitable vehicle for travelling between multiple sites within the hub.	x	
IOSH or NEBOSH qualification or ability to attain	x	
NVQ 3 or 4 OR equivalent qualification		x
Caretaking/Site Management experience in a school or similar environment	x	
Working knowledge of relevant policies/codes of practice/legislation	x	
Experience of H&S compliance practices and Safe Systems of Working	x	
Specific training in specialist area – Legionella, Asbestos, Fire Safety, etc.		x
Relevant trade experience – plumbing, building, electrical etc		x
Knowledge of moving and handling procedures	x	
Willingness to participate in development and training opportunities	x	
A First Aid certificate, or willingness to train as a first aider, Fire Warden training, or willingness to train as a lead Fire Warden		x
<b>Personal and Professional Qualities and Attributes</b>		
Ability to manage and lead a team on own initiative	x	
Ability to make decisions, identify and solve problems on thorough analysis and sound judgement	x	
Good organisational and project management skills, and the ability to balance competing pressures, deadlines and demands.	x	
Ability to work well as part of a team	x	
Be aware of, and able to maintain, the confidentiality aspects of the role.	x	
Commitment to working within the School's Safeguarding Policy and Procedures.	x	
Demonstrable and consistent approach towards others in operating with confidence, diplomacy and integrity.	x	

Commitment to high standards and expectations.	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	
A flexible approach to working hours	X	
Committed to the safeguarding of children	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 Monday 19<sup>th</sup> January 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 the week commencing 26<sup>th</sup> January 2026. 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.

Please ensure you bring your Right to Work documents e.g. passport and qualification certificates as appropriate.

[secretary@crownwoodprimary.co.uk](mailto:secretary@crownwoodprimary.co.uk)

## TAKING UP POST

The successful applicant will take up the post 2<sup>nd</sup> March 2026 or as soon as possible.



## GREENSHAW LEARNING TRUST



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