



# CROWN WOOD SCHOOL

RECRUITMENT PACK



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

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

Telephone: 01344 485448;

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



Dear candidate

Thank you for your interest in the role of Site Assistant 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 job's 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: [clifford@crownwoodprimary.co.uk](mailto: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

Kathryn Ralley, Acting 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

**D**etermination – **R**esponsibility – **E**veryone Together – **A**spiration  
& **A**chievement – **M**utual Respect

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with NJC pay scale, points 6-10 £26,718 - £28,423 per annum.
- 3 days per week (8hrs per day, including 30-minute unpaid lunch - £16,247 - £17,284 per annum pro-rated).

## HOURS OF WORK

- 22.5 hours per week, part time, all year round.
- Core hours – Tuesday, Wednesday & Thursday 08.00-16.00 (with 30 mins unpaid lunch). A flexible approach to working hours is required in accordance with operational requirements.

## 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) 23 days plus 2 extra-statutory days, pro-rata = 15 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 Assistant
<b>Responsible to:</b>	Site Manager

## ROLE OVERVIEW

To support Greenshaw Learning Trust school sites and associated site staff in a range of duties to ensure the smooth operation of the schools.

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

## MAIN DUTIES AND RESPONSIBILITIES

- Being proactive in identifying, reporting and rectifying the building defects, ensuring a high standard of repair is maintained.
- To support the security of the premises as required. To include the opening up and locking of premises including extended school provision, parent's evenings, lettings and emergency call outs as required.
- To undertake a range of re-decoration and maintenance work, as agreed with the Site or Regional Estates Manager to ensure a high standard of repair and decoration throughout the school.
- Undertake 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 carry out Health and safety checks including: Fire, emergency lighting, Legionella and keeping accurate up to date records under the direction of the Site Manager or Regional Estates Manager.
- The operation of 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 and if required contact a competent contractor to repair.
- Supervise and contact contractors when necessary.
- To assist with cleaning duties as required, or where appropriate, the monitoring of cleaning contractors, supporting during periods of absence, or where additional cleaning is required.
- To undertake general portage duties to include the setting out and putting away furniture as necessary, including possible room changes.
- To use the online helpdesk system to record and respond to job requests, and report back to the Site Manager.
- Be flexible to cover the opening, closing, heating, and availability of equipment as necessary for any school events and lettings

## HEALTH & SAFETY RESPONSIBILITIES

- To undertake training and direction for emergency procedures, and take part in evacuations or drills, as required.
- Undertake H&S and other relevant training as required.
- All users are to be trained in the safe use of tools and equipment, and engage in role specific H&S training.
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## DECISION MAKING

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

## CONTACTS & RELATIONSHIPS

- The post-holder to be flexible in supporting the arrangements for a suitable keyholder 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.
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## 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>		
Good IT / numeracy / literacy skills /	x	
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 make decisions, identify and solve problems on thorough analysis and sound judgement	x	
Good organisational skills	x	
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 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 31<sup>st</sup> March 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 on Wednesday 8<sup>th</sup> April 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.

### TAKING UP POST

The successful applicant will take up the post 5<sup>th</sup> May 2026.



## FURTHER INFORMATION

Thank you for your interest in working at Yate Academy as part of Greenshaw Learning Trust.

Should you need any further information, please contact Clare Clifford on [clare.clifford@crownwoodprimary.co.uk](mailto:clare.clifford@crownwoodprimary.co.uk)



**GREENSHAW**  
LEARNING TRUST



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