



# TRUE LEARNING PARTNERSHIP



## Glossopdale School & Sixth Form Site Assistant Recruitment Pack

<https://www.truelearning.org.uk/vacancies>



## ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



## COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



## COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



## CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



## INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



## TRUE LEARNING PARTNERSHIP

### Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

# Welcome to Glossopdale School & Sixth Form, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in joining Glossopdale School & Sixth Form. Our school is an oversubscribed 11-18 comprehensive secondary school which serves the Glossop and wider community. We are a warm and caring school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

We are seeking a reliable and proactive Site Assistant to ensure the smooth day-to-day operation, safety, and maintenance of our school premises. The successful candidate will be responsible for maintaining a clean, secure, and well-functioning environment, including overseeing site security, carrying out routine and minor maintenance and repairs, managing cleaning and waste disposal, and ensuring compliance with health and safety standards. The role also involves supporting school activities through setting up facilities, monitoring contractors, maintaining essential records, and responding to site issues as they arise. This is a hands-on position requiring strong organisational skills, a practical approach, and a commitment to maintaining a safe and welcoming environment for staff, pupils, and visitors.

We exist to empower our students to find their purpose, develop high aspirations and thrive, both academically and personally. We provide a knowledge-rich curriculum which exposes students to powerful knowledge, places them on an ambitious pathway and develops the character traits needed as young people and into adulthood. Our core purpose is not merely finite 'success' for our students but our culture and curriculum enables them to thrive – to continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our students to succeed. At Glossopdale School & Sixth Form, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching students effective learning habits. We communicate and practise these regularly, as both staff and students.

While with us, we encourage every member of staff to stretch themselves and we give everyone access to a wide range of learning and development opportunities. We are a research-based school with the aim to develop highly effective evidence-based practices including teaching, learning and assessment, where we collaborate as a whole staff to persistently improve our pedagogy and where we evaluate our practice habitually.

We have some of the best facilities in the area having fully rebuilt our school in 2018. This not only provides both staff and students with everything they can expect for modern teaching and learning, but also gives us exceptional environmental credentials.

I am extremely proud to be the Headteacher of Glossopdale School & Sixth Form and consider it a privilege to be a part of such a vibrant and caring learning community. If you think this sounds like your sort of school, then we very much look forward to receiving your application to join us.

Kate Smith  
Headteacher

# Job Description and Person Specification

**Salary Range:** Grade 4

**Contract:** Permanent, 3.5 hours per day

**Start Date:** 3<sup>rd</sup> July 2026

**Responsible to:** Premises & Operations Manager

**Line Managed by:** Premises & Operations Manager

**Key Relationships:** School Staff

**Liaising with:** School Staff

## SPECIFIC RESPONSIBILITIES

- To ensure heating plant and equipment is efficiently and effectively operated and report defects and malfunctions to the Premises & Operations Manager.
- To maintain the security of the premises including the operation of security lighting and fire and burglar alarm systems.
- To carry out routine cleaning duties.
- To carry out more specialist cleaning duties.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
- To ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting).
- To undertake portering tasks as required including setting up and clearing away furniture.
- To monitor the provision of toiletry items including requisition, storage and distribution of such items
- To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.
- To ensure all chemicals are stored safely and COSHH principles are followed at all times
- To report emergencies in the case of faults with gas, electric and water supply to the appropriate person.
- To initiate and undertake minor repairs to site buildings and equipment (excluding electrical faults) and to remove graffiti on school premises as required.
- To undertake minor improvements and decorating to the internal fabric of the school, for example the erection of shelving
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light bulbs/tubes and cleaning materials and arrange to replenish supplies in accordance with current procedures.
- To maintain appropriate records including fire drill log, permission to work log, intruder alarm log book, heating system record book, legionella checks and timesheets.
- To attend to personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.
- To setup up and pack away exam sports hall setups where necessary.
- To clean the internal/external face of windows within the limitations of safe working practices.
- To be a nominated keyholder.
- To lock up and secure the premises after evening meetings and events etc. This may be outside of normal working hours.

## **GENERAL RESPONSIBILITIES**

- To be able to carry out basic First Aid as and when required and to keep their basic First Aid training up-to-date.
- Regularly review their own practice, set personal targets and take responsibility for their own personal development.
- Carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management.
- The responsibilities and duties attached to this role will be reviewed annually as part of the performance management process and may be subject to change. Any proposed amendments requiring a change in grade, or that are not within the general remit of the role, will only be made after consultation with the post-holder.
- Comply with the Health and Safety Policy of the school with regard to the wellbeing of themselves and others

<b>Person Specification</b>		
<b>Selection Criteria</b>	<b>Essential/ Desirable</b>	<b>Assessment</b>
<b>Knowledge/Experience</b>		
Experience of working within a large organisation	<b>D</b>	<b>AI</b>
An understanding of Health & Safety/Fire regulations and procedures	<b>D</b>	<b>AIR</b>
Experience of operating fire and intruder alarms	<b>E</b>	<b>AI</b>
Experience of carrying out maintenance work within the reasonable capacity of a normal handyperson	<b>E</b>	<b>AI</b>
Experience of using specialised cleaning equipment (e.g. floor polisher)	<b>D</b>	<b>AI</b>
Experience of keeping detailed work records	<b>D</b>	<b>AI</b>
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	<b>E</b>	<b>AIRC</b>
<b>Skills &amp; Abilities</b>		
Is able to use own initiative within the boundaries of the post	<b>E</b>	<b>AIR</b>
Well organised and has ability to identify work priorities and manage own workload	<b>E</b>	<b>AIR</b>
Has the ability to work effectively with people from a wide range of levels and responsibilities	<b>E</b>	<b>AIR</b>
Works effectively as a team member	<b>E</b>	<b>AIR</b>
Ability to oversee the provision of a range of caretaking and cleaning duties	<b>E</b>	<b>AIR</b>
Has oral/written communication and I.T skills adequate to the role	<b>E</b>	<b>AI</b>
Is able to accept instruction and seek clarification where necessary	<b>E</b>	<b>AIR</b>

Is physically able to carry out portering and cleaning duties	<b>E</b>	<b>C</b>
Anticipate and respond to requests for caretaking services	<b>E</b>	<b>IR</b>
<b>Personal Qualities</b>		
Is a role model for staff and students	<b>E</b>	<b>I</b>
Is resilient and remains calm under pressure	<b>E</b>	<b>IR</b>
Willingness to participate in further training and development opportunities offered by the school and county to further knowledge	<b>E</b>	<b>I</b>
Excellent communication skills	<b>E</b>	<b>IR</b>
Has a sense of humour particularly when facing difficult and challenging situations	<b>D</b>	<b>IR</b>
<b>Additional</b>		
Is willing to undertake appropriate Police (DBS) and Medical checks.	<b>E</b>	<b>AI</b>
Is willing to work additional hours within the needs of the School	<b>E</b>	<b>AI</b>
Maintains confidentiality at all times as appropriate	<b>E</b>	<b>IR</b>
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	<b>E</b>	<b>IR</b>
Is willing to undergo training, as required	<b>E</b>	<b>AI</b>
Is flexible in terms of annual leave with a preference towards working school holidays	<b>D</b>	<b>AI</b>

### Key

**A – Application**

**I - Interview**

**R - Reference**

# **Core Responsibilities for all Trust Employees**

## **Health & Safety**

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

## **Equality & Diversity**

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

## **Data Protection**

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

## **Safeguarding & Child Protection**

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

# Key Information regarding the Application Process

## To Apply

Completed application forms should be submitted via My New Term.  
Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting, CVs will not be accepted.

## Key Dates

Closing date for applications: Friday 29<sup>th</sup> May 2026 at 3pm

Interviews will take place on Friday 5<sup>th</sup> June 2026.

## Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include;

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

## Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

## Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail [Cholyland@truelearning.org.uk](mailto:Cholyland@truelearning.org.uk)

True Learning Partnership Trust Board safeguarding representative is Paul Jarvis. If you wish to contact them, please e mail [info@truelearning.org.uk](mailto:info@truelearning.org.uk) stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



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# Contact Us



True Learning Partnership

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