



GREENBANK HIGH SCHOOL

RECRUITMENT PACK

General

Maintenance/Caretaker

Southport
Learning
Trust



Inspire Care Achieve

WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary and Bedford Primary School*.

WATCH VIDEO



Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.

Southport
Learning
Trust



Academic
Excellence

Professional
Development

Inclusive
Education

Realising
Aspirations

Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

'Professional Improvement is school improvement'. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



EMPOWERING OUR COMMUNITIES TO POSITIVELY
IMPACT THE WORLD



WHY SOUTHPORT?

PhotoHo

Beautiful coastline: Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.

Affordable Property: Compared to larger nearby cities, Southport offers more affordable property prices.

Victorian Architecture: The town boasts a wealth of historic buildings, giving it a unique charm and character.

Green Spaces: Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.

Proximity to major cities: easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.

Health & Wellbeing: The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.

Community: The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.



**EMPOWERING OUR COMMUNITIES TO POSITIVELY
IMPACT THE WORLD**

EMPLOYEE BENEFITS INCLUDE:

Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

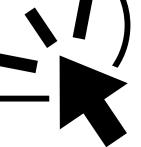
Collaborative Working:

Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.

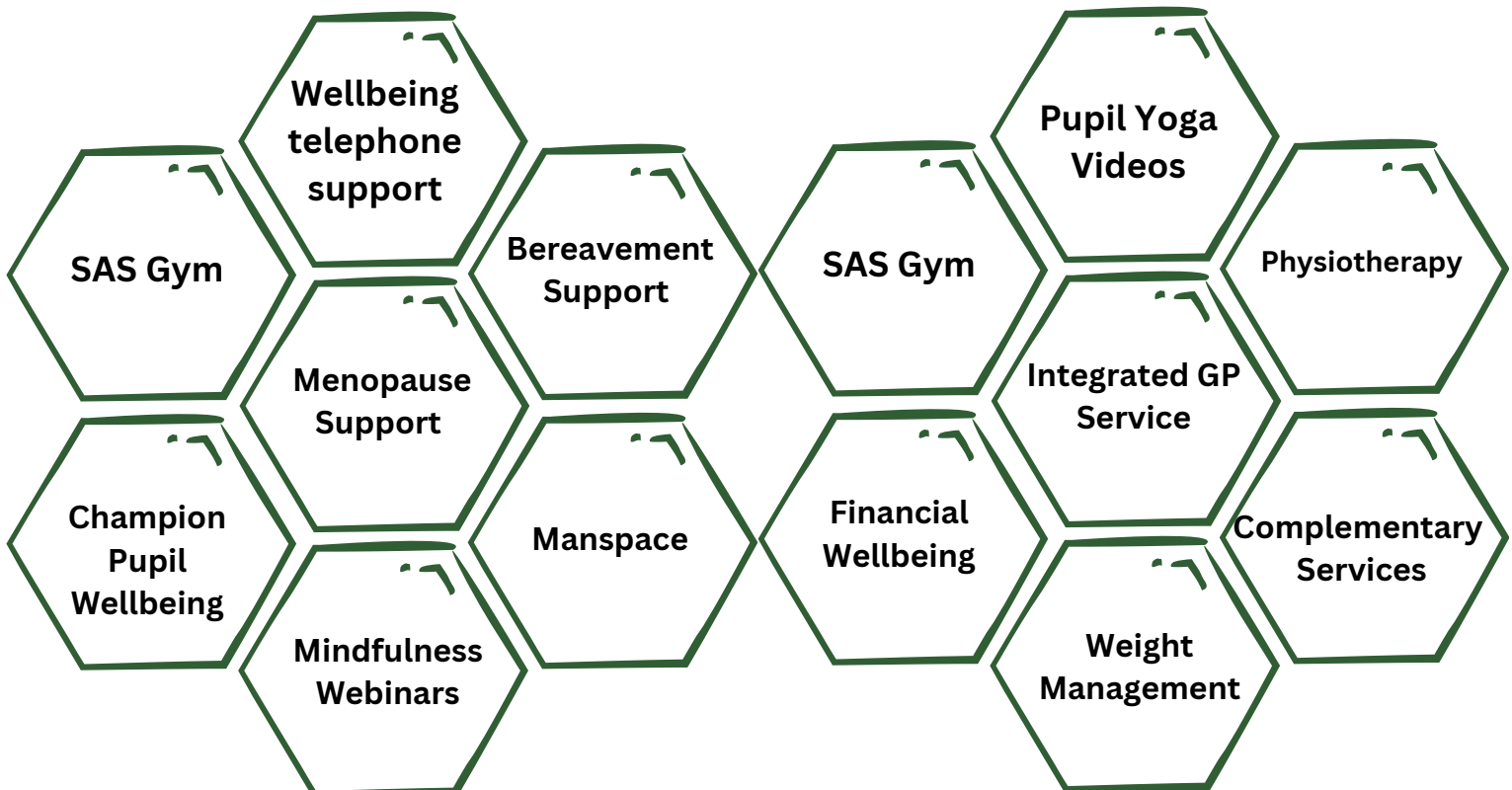


School Wellbeing

LEARN MORE



As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes



WELCOME

It is with great pleasure that I introduce you to Greenbank High School, a high achieving, all girls school.

Would you like to join a well-established and successful team in a consistently high performing, oversubscribed, 11-16 school that focuses on each child as an individual whilst fostering a sense of belonging to a rich and diverse community? Greenbank High School is committed to supporting every child to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skill set for a successful future as rounded, mature and confident members of modern British society.

As a school and a member of Southport Learning Trust we are determined to inspire our students through learning both inside and outside the classroom, care for individual pastoral needs and achieve the highest academic standards.

We are looking for a dedicated and hardworking person to join our experienced Premises Team who, under the direction of the Premises Manager, attend to a wide range of duties to facilitate the smooth running of the school; maintaining the buildings and grounds, ensuring a clean, safe, and welcoming environment for our students and staff.

Our site team always approach any task with a can-do attitude and hardworking ethos. The team go above and beyond to support the school. Therefore, we are looking for a motivated and enthusiastic candidate to become part of this key team at Greenbank High School. If you take pride in your work and enjoy contributing to a vibrant school community, we want to hear from you!

Your responsibilities will include a wide range of duties connected to the fabric and grounds of the school whilst adhering to health and safety policies at all times.

I am very proud of the school, its pupils, staff and governors. We are a dynamic learning community built on traditional values. Education at Greenbank provides much more than exam excellence. It aims to develop and nurture all students to take their place as caring and confident young women in the outside world.

We have a strong safeguarding culture and will expect you to share this commitment.

We look forward to receiving your application.

Davina Aspinall
Headteacher



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APPLICATIONS

CONTRACT: PERMANENT, 22 Hours per week on a rota

CLOSING DATE: 9am Friday 5 June 2026

INTERVIEW DATE: Thursday 11TH June 2026

SALARY: NJC Local Government Pay Scale Grade D Points 5-6 - £25,583-£25,989 FTE, £15,634-£15,882 Pro Rata

START DATE: AS SOON AS POSSIBLE

RESPONSIBLE TO: Premises Manager

CVs will not be considered

Applicants are welcome to visit the school before submitting their application. If you would like to do this please contact Jenny Matthews, HR Manager, via recruitment@greenbankhigh.co.uk 01704 567591 ext 124.

Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

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JOB DESCRIPTION

Main Duties:

- To maintain the appearance of the site by giving due regard to the content of this job description and within current Health and Safety regulations
- To carry out repairs to school equipment as agreed with the Premises Manager
- To carry out works in order to improve the site as required by the Premises Manager
- To carry out general repairs, including carpentry, plumbing and decorating.
- To maintain the school grounds, including flower beds and sports pitches
- To maintain the cleanliness and tidiness of all external hard areas to a high standard
- To ensure security of the site at the end of operations.
- Unlock the site in preparation for the operational day.
- Ensure smooth management of lettings including the setting up of rooms as required.

External Maintenance

- To ensure regular litter patrols are undertaken and target additional patrols as necessary
- To undertake designated gardening duties including maintenance of pitches and other grassed areas.
- To perform routine maintenance to machinery and other equipment
- To clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, ensuring sufficient materials are available when the conditions demand
- To clean and clear all drains and gullies to ensure an effective and healthy operation
- To remove/obscure any graffiti on the exterior of the school/site
- To identify damage, acts of vandalism and normal wear and tear; and report such to the Premises Manager

Internal Maintenance

- To maintain a regular check and control of litter around the interior of the school
- To undertake repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- To prepare rooms for decoration, etc. with due regard to health and safety and lifting and handling regulations.
- To redecorate any area, agreed as reasonable on instruction e.g. classrooms, stores, subject to safety regulations.
- To remove graffiti and gum etc. from fixtures, fittings, furniture and buildings
- To ensure staff and student toilet facilities are regularly checked and maintained to the high standard
- To assist with moving such items of school furniture/equipment as required, with due regard to current regulations.
- To ensure any hazardous materials are removed, including emergency cleaning of spillages etc. where necessary
- To take deliveries of goods as required and transport them to the relevant areas of the school if asked to do so.
- To make suggestions for improving the buildings and site to the benefit of the school

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference, to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Work as part of a team, appreciating and supporting the role of other people in the team.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities, including performance management as required.

Note This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary. School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All staff are to deal with all student data in the strictest confidence. Any member of staff in breach of this confidentiality will be subject to disciplinary procedures being invoked.

The post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. In this respect, a criminal record check will be undertaken prior to confirmation of appointment.

This job description is subject to change with the agreement of the post holder.

PERSON SPECIFICATION

General Maintenance/Caretaker

I - Interview, AF - Application Form

Specification		Evidence
Knowledge and Experience	<ul style="list-style-type: none"> An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment A sound knowledge of the building cleaning standards contained in the Building Cleaning specification Experience of carrying out specialist building maintenance work, within the reasonable capacity of a normal handy person Ability to carry out repair and maintenance work with expertise in DIY – eg woodwork, plumbing, painting and decorating skills Experience of keeping work records 	<ul style="list-style-type: none"> AF & I AF & I AF & I AF & I AF & I
Skills and Abilities	<ul style="list-style-type: none"> Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date Ability to act on own initiative, dealing with any unexpected problems that arise Ability to demonstrate good inter-personal skills to communicate with a range of people and students Ability to provide high quality supervision to support the Site Manager in working with the Cleaning Staff. Ability to inspect and record the work of others Ability to work effectively and supportively as a member of the school team 	<ul style="list-style-type: none"> AF & I AF & I AF & I AF & I AF & I AF & I AF & I
Education & Qualifications	<ul style="list-style-type: none"> Numeracy, literacy and communication skills are essential 	<ul style="list-style-type: none"> AF & I
Personal Attributes	<ul style="list-style-type: none"> Ability to work well within a team A person who is quick to learn with an enthusiastic and positive attitude The ability to work effectively under pressure Highly motivated and proactive A person who presents a friendly and professional image whilst maintaining a sense of calm. Willing to work flexibly with colleagues Passionate about delivering excellent customer service Ability to demonstrate commitment to Equal Opportunities Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 	<ul style="list-style-type: none"> AF & I AF & I AF & I AF & I AF & I AF & I AF & I AF & I
Equal Opportunities	<ul style="list-style-type: none"> Understanding a different social background of pupils An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education. Motivation to work with children and young people 	<p>All Essential</p> <ul style="list-style-type: none"> AF & I AF & I AF & I

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