



Site Team Operative (Weekend)

Recruitment Pack - Oct 2025



**CHELTENHAM
BOURNSIDE
SCHOOL**

“Inspiring lives through learning



Welcome

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called **“a harmonious school”**.

We are highly ambitious for the academic progress of our students: our positive **Progress 8 score of an average of +0.48** over the last two years which places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a dance studio, a large library, modern spacious English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. In their 2022 report, OFSTED commented on the **“strong sense of community for both staff and pupils”** and that **“pupils are ready for learning and engage well with teachers and other adults.”** Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

If you have any questions regarding the position please contact Human Resources - recruitment@bournside.com
I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

I look forward to receiving your application to join us in **inspiring lives through learning**.

Steve Jefferies
Headteacher



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Overview

Site Team Operative

Start date: October 2025

Grade/pay scale: D4-6 £10,210 - £10,536 actual salary (based on £25,185 - £25,989)

Contract: 15hrs per week, 52 weeks per year

Working pattern: Two positions available

Sunday 8.15am - 4.15pm & Monday 9.00am - 5.00pm (30minutes unpaid break)

OR

Friday 9.30am - 5.30pm & Saturday 8.15am - 4.15pm (30minutes unpaid break)

Responsible to: Commercial & Facilities Manager

Purpose

An exciting opportunity has arisen to join Cheltenham Bournside School as a **Site Team Operative**. We are looking to appoint a Site Team Operative to join our Site team. As Site Operative, you will support in the maintenance of the schools buildings, gardens and grounds to a high standard throughout the year.

You will work two shifts a week. Sunday and Monday **or** Friday and Saturday. This is an all year round role.

Closing date: Friday 31st October 2025 at 9.00am

Apply online: <https://www.bournside.com/school-information/careers-at-bournside/>

Please note - We reserve the right to interview and appoint prior to the closing date.



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Job description

Site Team Operative

We are an equal opportunities employer and value respect and diversity across our school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

Purpose

- To support the Commercial & Facilities Manager in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To support the running of let facilities whilst on shift (only in the absence of the Sports Centre Receptionist/Duty Manager), providing assistance and support to school facility users, promoting a customer-focused environment, generating excellent public relations and customer care.
- To support the school's maintenance programme, ensuring helpdesk tickets are resolved within the set SLAs.
- To support the school's gardening and landscaping work, focusing on keeping the grounds maintained to a high standard throughout the year.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework and short-term priorities.

Specific Responsibilities

- This role has key holder position responsibilities, in the absence of the Sports Centre Receptionist/Duty Manager you will be required to open and closing of the facilities, ensuring security by activation of the intruder alarm.
- Oversee the running of let facilities (in the absence of Sports Centre Receptionist/Duty Manager), with responsibility for the lettings / activity set ups during out of school hours, plus set up for internal and external events within school buildings.
- As a key holder to respond to emergency call-outs in the event of fire damage, burglary, floods, snow or ice etc.
- Ensuring that snow and ice are cleared in order to maintain entrance, exit and communication routes to all buildings for pedestrians and essential delivery or emergency vehicles.
- Act as a point of contact for all stakeholders including facility users and outside contractors when necessary and to liaise with contractors on site when needed.
- Cleaning duties including dining rooms and emergency cleaning which may be necessary to maintain hygiene standards.



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- Portage/messenger duties, movement of furniture and equipment around the school.
- Carry out repairs as directed by the Commercial & Facilities Manager. Maintaining school premises, completing helpdesk tickets on the school's maintenance system, including internal fixtures, fittings, furniture, paint and decorating.
- Liaison, managing and controlling external contractors for the purpose of maintenance in the school and on site.
- Ensuring that washroom facilities/toilet areas are regularly inspected to maintain a high standard of cleanliness and that they are maintained with an adequate supply of soap, toilet rolls etc.
- Ensuring the safe storage of any flammable/toxic substance on site other than those in laboratories or workshops.
- Ensuring standards of safety, cleanliness and tidiness are maintained and monitored throughout the school and grounds
- Removal of debris and leaves from downspouts, waste pipes and ensuring that manholes and drains are clean and operational.
- Convey waste produce to the appropriate central refuse area as required.
- Check all fire equipment within school to ensure that it is maintained in operational condition.
- To drive the minibus, maintain the vehicle in a clean and tidy condition (internally and externally) and check oil, water, tyre pressures and fuel of the minibus.
- To undertake training as required.

Grounds

Specific responsibilities

- General grounds maintenance and landscaping of the site, maintaining the appearance of the school grounds, including any shrubs and planted areas.
- Undertake spring planting scheme with support from line manager.
- Attending to grounds maintenance contractors if and when they are working on site.
- Sweep and clear the car park/recreation areas to ensure that they are kept free from glass and other hazardous debris.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



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Person specification

Site Team Operative

Cheltenham Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualification	Relevant educational qualifications at school/college/university	- Experience of compliance monitoring in the workplace - Qualified first aider
Experience, understanding and knowledge	- Experienced and proven record in carrying out general maintenance tasks to the required standard. - Working knowledge of the application of Health and Safety legislation regarding general maintenance areas and safe systems of work - Willing to undertake trainings courses that are relevant to the post and that are required for health & safety purposes. - Computer literate and comfortable using Microsoft Office365 applications	- Experience of working within a site team - Experience of working in an education environment - Knowledge of Safeguarding. - An understanding of risk assessment. - Lifting and handling course. - Ability to work at heights and in a variety of different environments (hot, cold, humid, confined locations) as required. - Full, current driving licence.
Personal qualities	These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community. Ambition - Shows enthusiasm to excel in their role. - Takes initiative to identify and pursue opportunities for growth and improvement. Curiosity - Possesses a natural curiosity and desire to learn new things. - Approaches challenges and opportunities with an open and curious mindset. Pride - Punctual and reliable. - Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines. Purpose - Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives. - Is committed to serving the needs of students, parents, and the school community with purpose and intentionality. Respect - Shows empathy and understanding towards the needs and perspectives of others. - Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment. Support - Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources. - Provides encouragement and support to students, colleagues, and parents to help them achieve their goals.	





Supporting information

Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options and access to National Online Training resources.

We are also happy to discuss support to complete further relevant job role qualifications.

Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning. was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023



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Support staff

Employee Benefits

Please speak to the HR team about our full range of benefits.

Lifestyle and wellbeing

- Salary sacrifice electric car leasing scheme
- Four electric car charging points
- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support with a qualified psychotherapist and a coach
- Onsite parking facilities and cycle storage
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- Blue Light Card - Discount scheme
- Staff social events
- Onsite catering (8.00am - 1.30pm daily)

Statutory and other benefits

- The full range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state-funded schools in relation to sick pay and pension rights
- Provision of all necessary IT equipment



Lottie & Olive

Our School Therapy Dogs



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We are:

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”

“strong sense of community for both staff and pupils”

“the school curriculum is ambitious”

“inclusive environment”

- Ofsted, 2022



“Inspiring lives through learning