



Boroughbridge
High School

Information for Candidates



Staff know pupils well at Boroughbridge High School. There are positive relationships between pupils and staff. Ofsted May 2023

Welcome from the Headteacher

Thank you for considering Boroughbridge High School for the next stage of your career where our belief in '**Aspiration for All**' means that our students are at the heart of our decision making. With around 380 students, we serve the community of Boroughbridge and the wider rural area, attracting students from many partner primaries which gives our school a welcoming, inclusive atmosphere. We feel like a family and, as such, we know our students well making Boroughbridge High School a good place to work and learn. We all understand our responsibility to ensure that everyone within our school community is **safe, happy and successful and our school values, that we are ambitious, respectful and resilient influence all that we do.**

Success, in its widest sense, underpins our mission which is to ensure that all students leave our school, not only with the qualifications that they need to access the next stage of their education or career of choice, but with the skills and confidence to make an active contribution to the communities to which they belong. We understand that this can only happen in an environment where there are high expectations with staff who have the skills and confidence to create high quality, engaging learning experiences which secure good student progress.

We also understand the benefit of partnership working and are **federated with King James's School in Knaresborough.**

Just as we know our students well, as a member of staff you will be part of a staff team of 70 with 30 teaching staff, 16 of whom are part-time. **You will be known and will have the capacity to make a significant difference to our school community.**

This is an exciting time to join Boroughbridge High School. Following our Ofsted Inspection in May 2023, we have transformed our behaviour culture through a focus on clear learning expectations, creating an environment where students can thrive. This good progress has been validated during visits from our Local Authority adviser. However, don't just take our word for it. if you would like to see for yourself, then please contact us at vacancies@boroughbridgehighschool.com and we would be delighted to show you our school on a working day.

I hope that the opportunity that we have is of interest to you.

Kathryn Stephenson

Safe and happy students are successful



Boroughbridge
High School

Site Operative

Part Time, Term Time Only plus 4 weeks (to be worked over summer)

25 hours per week

Permanent

Grade CD

£16,034 - £16,805 per year

Boroughbridge High School is offering the exciting opportunity to work within our vibrant, modern school. We are looking for a Site Operative to support with ensuring the general maintenance of the site.

The role's purpose is to ensure a safe, secure, welcoming environment for staff, students and site visitors. Your responsibilities will include; ensuring the site is safe and clean, undertaking general portering duties whilst on site, receiving deliveries to the site and assisting with cleaning duties.

You will have a helpful and friendly manner, friendly approach, eye for detail and be self-motivated and able to work independently. Whilst experience within a school environment will be beneficial, full training can be provided

As well as competitive salaries and generous holidays, we're committed to providing great benefits that make this an even more rewarding place to work. They include an excellent pension scheme, life assurance, access to free fitness suite and an employee discount scheme. Not only that, when you get here, we will support you to develop your skills and help you to reach your full potential.

We take pride in our open, friendly ethos and are committed to high quality professional development. You will be directly supporting our Assistant Site Manager.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

Closing date: Midday, Monday 6th July 2026

Interviews: to be confirmed

For an application form please visit our school website. Completed application forms should be returned via email to vacancies@boroughbridgehigh.com or by post to **Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX** and marked for the attention of **Wendy Firth**.

Please note that CVs will not be accepted.



Employee Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at Boroughbridge High School



Financial Benefits

Access to contributory pension schemes:
Local Government Pension Scheme (18% employer contribution).
Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).
Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.



Well-being support

Health Assured Employee Assistance Programme:
Free, confidential 24/7 support and counselling.
Flexible working options and well-being initiatives.



Leave and Perks

Generous annual leave starting at 28 days (pro rata for part time non teaching staff), rising to 34 days plus bank holidays with service.
Free ample onsite parking.
Membership discounts at leisure centres.



Community and Additional Opportunities

Collaborative and supportive staff culture.

Some of these offers are subject to conditions and may change. See provider for full details

How to Apply

Please download an application form and complete.

Please use the section 16 "Supporting Evidence" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

Closing date: Midday, Monday 6th July 2026

Interviews: to be confirmed

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to vacancies@boroughbridgehigh.com or by post to **Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX** and marked for the attention of **Wendy Firth**.

Thank you for your interest in this post. If you have not heard from us within 21 days of submitting your application, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

BOROUGHBRIDGE HIGH SCHOOL

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Site Operative

<i>Responsible to:</i>	Assistant Site Manager Site Manager Business Manager Headteacher
<i>Salary NYCC Band:</i>	Grade CD
<i>Full Time/Part Time:</i>	Part Time
<i>Hours:</i>	25
<i>Full Year/Term Time Only:</i>	Term Time Plus 4 Weeks
<i>Job Evaluated Date:</i>	2014

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

POST: SITE OPERATIVE	
GRADE: CD	
RESPONSIBLE TO: Assistant Site Manager/Site Manager/Business Manager/Headteacher	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 4
JOB PURPOSE:	To provide high quality effective Site Operative services to ensure a secure, safe and hygienic environment for all building users.
JOB CONTEXT:	The site team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school. The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe. This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. An ability to fulfil all spoken aspects of the role with confidence through the medium of English
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	• To ensure the security of the building and site, undertaking daily security checks, • Act as a designated key holder, providing response to emergency calls. • Locking and unlocking of buildings at pre-determined times • To assist with cleaning duties. Cleaning of corridors, classrooms, etc. • Collect and assemble waste for collection • To monitor the heating system and report any faults to their Manager • To ensure outside areas are safe/clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow. • To undertake general portering duties whilst on site to include moving furniture & equipment on site • Receive deliveries to the site • To support the maintenance of the building by checking and replacing light fittings, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings
Communications	• Communicate effectively with other members of staff and pupils within the school. • Welcome contractors onto the site and check clearances • Support lettings activities
Resource Management	• To participate in the training and development and performance management processes within the school • Store equipment and products safely and securely

	• Ability to carry out informal risk assessments on buildings to identify faults/hazards • Order, stock control and store cleaning and caretaking equipment and products safely and securely
Safeguarding	• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	• To fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately
Equalities	• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

PERSON SPECIFICATION

JOB TITLE: Site Operative

Essential upon appointment	Desirable on appointment
Knowledge • Awareness of Health & Safety • Ability to read and write	• Use of specialist cleaning equipment, e.g, Scrubber-dryer • Ability to use tools for making minor repairs
Experience • Experience of undertaking general cleaning duties • Experience of carrying out minor repairs	• Experience of working as part of a team
Occupational Skills • Able to work with minimum supervision • Self-motivated • Punctuality • Flexible approach • Attention to detail • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills	
Qualifications	
Other Requirements • Ability to carry out general caretaking and cleaning duties as detailed in the Job Description. • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	

NB – Assessment criteria for recruitment will be notified separately