



## Garth Hill College

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[www.garthhillcollege.com](http://www.garthhillcollege.com)

**Principal:**  
Mr K G Grainger MA

**Vice Principal:**  
Mrs G Powell BA Hons

**Assistant Principals:**  
Mr C Anderson BSc Hons  
Mrs J Baldwin BSc Hons  
Mrs J Hart BA Hons  
Mr N Huskinson M.Ed  
Mrs A Keen MSc Hons  
Mrs C Morris BSc Hons  
Mrs E Renny BA Hons  
Mr E Turner MSc Hons

January 2019

Dear Prospective Applicant

### **Assistant Site Controller**

**Hours: 45 hours per week (7am – 5pm with 1 hr for lunch) 52 weeks per year**  
**BG- J 13-16 starting from £18,801 -£19,804 plus London Weighting**  
**Subject to qualifications and experience**

Garth Hill College are seeking to appoint a reliable, efficient and enthusiastic person to the position of Assistant Site Controller.

The main purpose of the role is to work as a member of a team responsible for providing flexible support to the College regarding the operation, maintenance and security of the College site and buildings. This will involve ensuring that the College premises and site are as safe, conducive to health and attractive as possible, and that all facilities and equipment are maintained to an acceptable standard.

Prospective candidates are advised to study the person specification and job description for this post carefully

We offer a positive, friendly and supportive atmosphere, a strong team ethos, a strong staff association, modern facilities and a rich programme of professional development together with opportunities for career development. Whilst there has been a lot of improvement in recent years, there can be no room for complacency. We are on a journey to excellence. I am fortunate to work with an extremely dedicated team of staff. We are passionate about our pupils' learning and the Garth Hill community. We seek the very best for our pupils' education and their achievement and we are committed to providing excellent service to all of our pupils and families.

We work in a great learning environment (our school building opened in September 2010) with superb facilities. A new Sixth Form Centre opened in 2015, and we also recently opened a new specialist SEN unit provision at Rise@GHC.

Finally, we believe that anyone can achieve, and beyond expectation, with relentless dedication, commitment and purposeful hard work. If you possess the qualities listed, have the necessary skills and experience, believe that working with young people is a privilege and are ambitious for the future of Garth Hill College, we welcome your application.

## Applications

Please find enclosed an application form, job description and person specification. Should you have any queries or like to arrange a visit please contact Mrs J Drury at the College on 01344 421122 or email on [hr@garthhillcollege.com](mailto:hr@garthhillcollege.com).

## The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. As part of this process, you will be expected to attend a panel interview. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 09h00 ON FRIDAY 18 JANUARY 2019**

## Safeguarding Children

Please note that Garth Hill College is committed to safeguarding children. In line with our Safeguarding Policy, we adopt safe recruitment procedures and always check the suitability of applicants to work with children/young people through the appropriate authorities. Only applications submitted on the College's application form will be considered and the successful applicant will be required to undertake a full check and disclosure by the Disclosure and Barring Service. It is our normal procedure to request references on shortlisted candidates prior to interview.

## Support and Professional Development

A range of support and professional development opportunities are available at Garth Hill College.

These include:

- A comprehensive Induction programme for new staff
- Strong staff camaraderie with regular staff meetings/briefings
- An extensive in-house INSET Programme
- External INSET opportunities
- An active Staff Association
- Use of the on-site gym

Yours sincerely



Keith Grainger  
Principal