

Site Support Assistant

Smallthorne Primary Academy

part of the City Learning Trust

Level: 3 SCP: 3 £10,030.00 per annum

Part-Time: 15hours per week – Monday - Friday

Closing date: 12th December 2025

Interview: To be confirmed

Start date: January 2026



City Learning Trust

Inspiring Outstanding Achievement

**United by our
values, we place
children and young
people first in
everything we do.**



Job Description

- Do you take pride in keeping things clean, tidy and running smoothly?
- Can you fix small problems before they become big ones; spot when something isn't safe; and stay calm when a football lands in a flower bed for the fifteenth time?
- Do you want to help create a school environment where children feel safe, welcome and ready to learn?

Then Smallthorne Primary Academy needs you.

About the role:

We're looking for a reliable, hardworking and friendly member of site staff to support the care and maintenance of our school buildings and grounds. You will help keep the site safe, clean and well cared for; carry out routine maintenance tasks; and make sure the school is ready for children and staff each day,

At Smallthorne, our motto is Smile, Strive and Shine; and your work will help make that possible by creating an environment our children can be proud of.

What you will be doing:

- Supporting the security, safety and cleanliness of the school buildings and grounds;
- Carrying out routine maintenance tasks such as painting, minor repairs and basic plumbing;
- Setting up rooms and equipment for lessons, assemblies or events;
- Helping with deliveries, moving furniture and maintaining stock of site resources where needed;
- Supporting health and safety checks across the site, following school procedures;
- Being a friendly, helpful presence for staff, children and visitors.

We are looking for someone who:

- Is practical, reliable and takes pride in doing a job well;
- Has good basic maintenance skills and is willing to learn more;
- Can work safely and follow health and safety guidance;
- Is friendly, approachable and able to work well as part of a small team;
- Can stay calm when the school day gets busy;
- Enjoys working in a school environment and understands the importance of keeping children safe.

What we offer:

- A welcoming and supportive school community;
- A friendly and helpful site and office team;
- Training and development opportunities, including health and safety;
- A varied working day with plenty of different tasks;
- The satisfaction of knowing your work helps our children Smile, Strive and Shine.

Find out more at www.clt.smallthorne.coop

The City Learning Trust and Smallthorne Primary Academy are committed to the safeguarding of children. All candidates (successful or otherwise) are subject to all relevant checks including DBS.



Dear Colleague,

Re: Site Support Assistant

Thank you for your interest in Smallthorne Primary Academy.

Smallthorne Academy has a dedicated and talented team of staff who are committed to ensuring that the young people in its care are supported and nurtured to achieve the very best they can. Staff work closely with all of the academies in the Trust to improve outcomes and life chances for our young people and enjoy a particularly effective relationship with CLT central staff, who work across all of the Trust's Academies.

If you want to work in a partnership of academies committed to cooperation and collaboration; where you can unlock talent and fulfil potential, then this post is just right for you. In return, you will be supported and encouraged to develop further and enjoy a long and rewarding career working across the City Learning Trust.

The successful candidate will be passionate about working with children and providing the best possible support.

You will join the Trust at an exciting time: we have a unique, bespoke Professional Growth programme and remain committed to CPD for all staff who work with children. We also have a considerable professional support package available to all CLT employees, to ensure you can be the best you can be for our young people - every day.

As Chief Executive Officer, I am proud to provide strategic leadership in line with the culture, ethos and values of the Trust and its member Academies. The Trust Board has unwavering expectations to deliver the highest quality educational experiences and outcomes for the children and young people in its care.

If you are interested in having an informal conversation about this opportunity and/or wish to arrange a visit to the Academy please contact hello@citylearningtrust.org who will arrange this (01782 853535). The letter in support of your application should be no more than 2 sides of A4. You may, if you wish, submit a CV with your application but not instead of it. Please send your application to HR@citylearningtrust.org

Carl Ward
Chief Executive Officer



"Smallthorne Primary Academy is a very happy place to be" - OfSTED November 2023.

I couldn't ask for a better way to introduce you to our wonderful school, where our children are "articulate, courteous and curious", and I am extremely proud to be their Principal. I wish you a very warm welcome and thank you for your interest in joining our Smallthorne family.

From the first time I visited and every day since, I have been greeted by the smiling faces of our wonderful, eager children. Not a day goes by without a child excitedly wanting to share their learning and talk about what they have been doing. They really do encapsulate the Smile, Strive and Shine motto of the school.

The staff at Smallthorne work tirelessly to make sure that each and every child is supported and nurtured to reach their potential and develop their own unique talents. It is delightful to see the relationships and care provided by such a dedicated team.

Every child deserves access to a world-class curriculum that allows them to grow, explore, question and understand. Our aim is to make sure that teaching and learning at Smallthorne allows children to grow spiritually, morally, culturally and intellectually. We want them to see themselves as empathetic, kind young people who have the ambition to see the world around them as a place full of opportunities. We are delighted to be part of the Character and Arts Foundation, and as such our children are able to participate in life-affirming and life-changing opportunities each term.

If you would like to be part of a vibrant, successful and happy school, committed to enhancing the experiences and chances of young people in Stoke-on-Trent, then we would love to hear from you.

Tina Steele
Principal, Smallthorne Primary Academy



Smallthorne Primary Academy

Smallthorne Primary Academy is a thriving, happy, and vibrant school where children love to learn and behave exceptionally well.

As part of the City Learning Trust, we are dedicated to providing an inclusive and nurturing environment that fosters academic success, personal development, and lifelong learning. Our school community values teamwork, creativity, and continuous improvement, making it a fantastic place to work and grow professional





City Learning Trust

The City Learning Trust is a family of academies sharing resources and expertise: united by our values, we place children first in everything we do.

We believe in the power of collaboration and cooperation to unlock talent and fulfil potential. We want all children and young people within our Trust to be the best that they can be and are firmly committed to achieving our mission to create a world class education system for the communities we serve.

Children in the City Learning Trust have the best opportunities to develop their education and skills. Our mission is to provide the strongest start in life to enable our community to contribute in their own futures. We don't just want them to be employed, we want them to believe that they can change the world with their choices. There are no limits for any of our children as we inspire them to be lifelong learners and fully rounded citizens so they can adapt in an ever-changing world.

In our Trust, education is linked up from 3 to 19. Skills and qualifications are allied to an increasing understanding of the value of continuous learning and social responsibility as well as tolerance, kindness and compassion.

In recognition of our Professional Growth Package, opportunities for children through the Character and Arts Foundation and our leadership programme we were awarded Multi Academy Trust of the year in December 2023.

Our values are important to us and guide the work we do:

Ambition: Our academies aim to unlock the potential for all learners to achieve their dreams, hopes and aspirations.

Cooperation: We value working together in teams, supporting each other, and sharing expertise and accountability to improve standards.

Commitment: Our academies are a family of Academies with a common bond, dedicated to the communities that they serve.

Creativity: We encourage innovation and the use of imagination and original ideas in all our Academies.

Leadership: We believe in listening to, inspiring and empowering our learning communities so that they can achieve their true potential.

Respect: We value all people and organisations abilities, qualities and achievements, and operate using the principles of equality, equity and solidarity.

The Trust is on a journey from Good to Great. Through cooperation and collaboration, we develop sustainable partnerships that will provide a legacy for tomorrow's generation. This enables our member academies to become greater than the sum total of their parts.

Professional Growth with the City Learning Trust

Our Professional Growth model offers a unique and comprehensive package of support for our teachers, education support staff and leaders. It is the first of its type across the country and puts professional learning at the heart of your professional development.

The City Learning Trust offers a comprehensive CPD package for you to advance your own professional skills for the good of our children. We have two priorities:

- Developing and recruiting great staff to unlock and deliver for young people - without fail
- World class experience and outcomes for our young people - always

The City Learning Trust understands that you cannot have one without the other. To be able to give our children what they need, we must give you everything that you need to be the best that you can be in this demanding profession.

The programme is bespoke to your individual needs and is built around you. The work you undertake will be connected to your performance management cycle to ensure that you can truly focus on mastering improvements.

All City Learning Trust employees also have access to a range of benefits, discounts, salary sacrifice schemes and well-being support packages to allow them to be the best they can be for our young people - always.

During the CPD programme you will have the opportunity to:

- Network with colleagues across the Trust;
- Undertake professional research into your area of development;
- Arrange professional discussions for coaching and mentoring;
- Participate in #CLTtogether events;
- Use the time to progress your own national professional qualifications;
- Arrange visits to our partner academies;
- Participate in holistic well-being opportunities.



Building Talent programme

The City Learning Trust has developed its own talent management strategy as part of its Professional Growth commitment.

We are entirely committed to nurturing the talents of our workforce's aspirations to have as broad an impact as possible for the benefit of our young people.

If you have a particular goal in mind for your career, we are committed to supporting you in your Professional Growth journey.

Rewards and Recognition

This is key to the development of our City Learning Trust culture.

As an employee of ours, you will be recognised for your efforts through:

Access to a range of salary sacrifice schemes, extending from healthcare benefits to discounts on personal electronic devices;

- Regular engagement to consult with you about your experience as a colleague in the City Learning Trust and your opinions on how we could do things differently;
- Recognition from a whole Trust awards event that celebrates your success and commitment across the year



Person Specification: Learning Support Practitioner

Qualifications and Training:

Good standard of reading and writing – **essential**

Commitment to safeguarding and promoting the welfare of children and young people - **essential**

Willingness to complete required training, including health and safety - **essential**

Training or qualifications in maintenance, caretaking or a related trade – **desirable**

First aid training, or willingness to attend training - **desirable**

Experience:

Experience of practical maintenance, caretaking or similar work - **essential**

Experience of following health and safety procedures - **essential**

Experience of working as part of a team – **essential**

Experience of working in a school or similar environment - **desirable**

Experience of carrying out basic compliance checks - **desirable**

Skills and Abilities:

Practical problem-solving skills – **essential**

Ability to carry out minor repairs safely and to a good standard - **essential**

Good organisation and time management skills - **essential**

Ability to communicate clearly and work well with colleagues - **essential**

Ability to work independently and use initiative when required – **essential**

Experience of using simple IT systems for record keeping or logging tasks - **desirable**

Ability to monitor and manage stock levels - **desirable**

Personal qualities:

Friendly, approachable and helpful – **essential**

A genuine desire to want to work with and help children - **essential**

Reliable, punctual and hardworking – **essential**

Positive attitude and willingness to learn – **essential**

Flexible and able to respond to a varied workload - **essential**

Committed to maintaining a safe, clean and welcoming school environment - **essential**

