

Job Description **Site Assistant**

Start Date: ASAP 2026
Responsible to: Site Manager & School Operations Manager
Location: Baden-Powell & St Peter's CE Junior School
Grade: Grade D SCP 5/6 £8,958 rising to £9,100
Disclosure Level: Enhanced Disclosure & Barring Service Check

Overall Purpose

To assist in ensuring the school site is safe, secure, clean and well maintained at all times. The Site Assistant will support the day-to-day operation of the premises, helping to provide a welcoming environment for pupils, staff, visitors and the wider community.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Responsibilities

Main Duties and Responsibilities

Site Security

- Unlock and secure areas of the school as directed.
- Carry out end-of-day security checks.
- Ensure gates, doors and windows are secured.
- Report any security concerns immediately.

Maintenance and Repairs

- Undertake minor repairs and maintenance tasks around the school.
- Carry out routine inspections of buildings and grounds.
- Report defects and maintenance issues to the Site Manager and assist in correcting.
- Assist contractors and visitors accessing the site.

Grounds and External Areas

- Keep external areas tidy, safe and free from litter.
- Seasonal tasks including leaf clearance, gritting pathways and maintaining safe access routes.
- Support the upkeep of playgrounds and outdoor facilities.

Health and Safety

- Support compliance with school health and safety procedures.
- Undertake routine checks of premises equipment as directed.
- Identify hazards and report concerns promptly.
- Assist with fire safety procedures and emergency arrangements.

School Operations

- Support the preparation and clearance of rooms for events and activities.
- Assist with deliveries, furniture moves and portering duties.
- Maintain storage areas and ensure equipment is safely stored.

General

- Work flexibly to meet the needs of the school. This will include supporting some school events (agreed in advance) and supporting the Site Manager in undertaking planned maintenance and premises work.
- Respect all confidential information
- Attend relevant training and development opportunities.
- Comply with all school and Coastal Learning Partnership policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities of the Site Assistant role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their manager.

Person Specification **Site Assistant**

Criteria	Essential	Desirable
Qualifications:	- Good numeracy, literacy and ICT skills - Commitment to own CPD.	Hold recognised, relevant and up-to-date premises or Health & Safety qualifications e.g. IOSH, NEBOSH, COSHH or be willing to train in such qualifications.
Experience:	- Experience and sound knowledge of building repairs and maintenance, and associated trades. - Experience of carrying out general cleaning. - Competency at basic building repairs and maintenance. - Experience of directing the work of staff or staff management; and managing external contractors.	- Knowledge of and responsibility for H&S legislation and policies and ensuring good working practice. - Ability to understand and apply H&S regulations such as COSHH, Asbestos & Legionella. - IT – Word, Excel, Outlook - Current or recent experience of working in a similar role within a school environment or similar.
Professional skills & abilities	- Ability to build and maintain positive relationships with colleagues at all levels and contractors. - Ability to work with minimum supervision and make sound decisions. - Strong team player and willingness to contribute to the overall success of the school. - Excellent attention to detail and accuracy. - Strong emphasis and commitment to high standards of customer service. - Respectful of the importance of confidentiality and data security. - Commitment to ensure that the site promotes the safety and wellbeing of pupils and colleagues in accordance with Health & Safety legislation. - Satisfactory DBS clearance (confirmed as part of pre-employment checks). Ability to collaborate with those occupying the shared site.	- Ability to prioritise a varied workload. - Ability to adapt to changing and conflicting demands. - Ability to proactively problem solve. - Knowledge of school's fire and emergency procedures. - Ability to work collaboratively with other site managers as part of a team.
Physical skills & abilities:	Able to perform the physical tasks required of the post such as lifting, carrying, pushing or working at height (ensuring appropriate risk assessments are carried out).	

The post holder may be required to travel to other local sites, including other CLP schools