



APPLICATION FORM



GENERAL SITE ASSISTANT

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For: GENERAL SITE ASSISTANT

Start date: as soon as possible

Salary: Grade A, Point 3 (£24,027)

In this role, the post holder will be responsible to the **Site Manager**.

Actual annual salary: £24,027

Hours: 37 hours per week, Monday to Friday. Varied hours between 7am to 8pm with some locking and unlocking of premises during the week and occasional weekends.

Working weeks: 52

Paid weeks: 52

Further details about the school can be found on the school website: www.poolegrammar.com

The responsibilities of the postholder will include the following areas:

Health, safety and safeguarding

The post holder must:

- fully abide by the school's safeguarding policy;
- fully abide by the staff Code of Conduct and any applicable health & safety, cyber-security and risk management policies.

Main job purpose:

The post holder must:

- work under the direction of the Site Manager to ensure that the school's buildings, site and furnishings are safe, secure and maintained to Health & Safety standards and to the expected standards of the Governing Body.

Main responsibilities and duties:

The post holder must:

- Under the direction of the Site Manager, provide caretaking, maintenance and cleaning services as required.
- Arrange and/or carry out the movement of furniture and equipment within the site, and assist with general portage duties, including the distribution of items delivered to the school site.
- Ensure the school grounds remain tidy and that equipment is kept in good order. This may include cleaning external drains and gullies, and picking litter.
- Ensure that spillages are dealt with quickly and appropriately.
- Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse.
- Issue soap, toilet rolls, paper towels and other such items as required by the school.
- Support the Site manager in the day-to-day operational responsibility for all security activity within the site. This will include some responsibility for opening and closing site during the week and on occasional weekends.
- Assist the Site Manager in managing various out-of-hours work on evenings and weekends, when related to school activities.

- Monitor cleaning standards, reporting any problems or issues where appropriate.
- Be aware of Health & Safety issues around the site and work in accordance with safe practice and within Health & Safety legislation.
- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time, commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school.
- Comply with any relevant Statutory requirements, including Equal Opportunities legislation, the Health & Safety at Work Act and the Data Protection Act.
- Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.

Knowledge and skills:

- No formal qualifications required.
- Experience and knowledge of buildings and associated trades is desirable.
- Must possess approved certificates in the use of specialist machinery where required.
- Manual Handling training, Working at Height, Control of Substances Hazard to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.

Creativity and innovation:

- Under the direction of the Site Manager, identify and respond to any problems arising from faults in or breakdown of machinery, equipment and facilities.
- The post holder may be required to respond to incidents occurring both inside and outside of school hours.
- Under the direction of the Site Manager, assist in implementing or making appropriate arrangements for repairs to be carried out as authorised by the school and in line with agreed policies and procedures.

Contacts and relationships:

- Maintain regular contact with the Site Manager to report on site management issues.
- The post holder may have contact with other staff members, pupils and parents when reporting on issues related to site management.
- Assist the Site Manager in making contact with contractors to obtain quotes for work schedules and liaising with contractors when on-site to ensure pupil safety, that Health & Safety procedures are adhered to and that contractors are made aware of relevant procedures specific to the school.
- Liaise with external bodies in relation to site maintenance and inspections from outside agencies as required and directed by the Site Manager.

Decisions:

- The post holder may be responsible for routine queries from staff and for dealing with routine issues that may arise from contractors.
- Under the direction of the Site Manager, the post holder will follow recognised procedures in ensuring the most appropriate maintenance of the school site.
- Under the direction of the Site Manager, the post holder has shared responsibility for ensuring the safety of the school site for all users and its adherence to Health & Safety procedures.

Resources:

- The post holder may be responsible for ensuring that any breakdowns of equipment are reported to the Site Manager. The post holder may also be responsible for maintaining appropriate stock levels.
- Training and PPE (personal and protective equipment) will be provided.

Work environment:

- The post requires frequent physical effort, including walking around the site, lifting and carrying, occasional climbing of ladders within the school and handling of equipment in workshop environments. Handling and moving deliveries and portage of furniture and equipment may also be required.
- The post will require some outdoor work in adverse weather conditions, including ensuring safe access to school buildings when problems related to snow, heavy rain or ice arise.

General:

This job description is specific to the post of Site Assistant. This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: Katie Hewitt, Office Manager

Date: December 2025



PERSON SPECIFICATION



Experience

- Working in an education setting or site maintenance setting
- Experience and knowledge of buildings and associated trades

Qualifications

- No formal qualifications required
- Manual Handling training, Control of Substances Hazardous to Health (COSHH) certificates and, if required, a Portable Appliance Testing (PAT) qualification. Training can be provided.

Aptitudes and abilities:

- Good organisational and communication skills
- Ability to work under own initiative
- Ability to handle confidential information with discretion

Knowledge:

- Knowledge of Child Safeguarding procedures

Personal attributes and qualities

- Self-motivated
- Team player
- Good interpersonal skills
- Sense of humour
- Ability to manage and prioritise a busy workload
- Commitment to Equal Opportunities
- Enhanced DBS

**Katie Etheridge, Headteacher
December 2025**



APPLICATION PROCEDURE



What you need to do

Please visit www.poolegrammar.com/work-for-us and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF and Word version of the application form is available to download from our website. This can be emailed to the HR Department at pgshrdept@poolegrammar.com

Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in preview mode as it will not save correctly.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department.

Dates

Closing date for applications: **18 January 2026**

Interviews: week commencing: **19 January 2026**

We encourage early applications and reserve the right to interview early, for the right candidate.

Safeguarding and equal opportunities

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.

We look forward to receiving your application.

With thanks,

**Katie Etheridge, Headteacher
17 December 2025**