Site Assistant

A Christian community where everyone has the right to be happy, be safe and achieve.

Responsible to	Site & Compliance Manager
Grade & Salary	Bexley Grade 3, SCP 1-4 £28,221 (FTE) pro-rata **Actual Salary: £19,598**
Hours	25 hours per week, 52 weeks per year Hours of work: 6 hours per day, inclusive of 1 hour break (unpaid)
Core Purpose	• To support the maintenance, security, cleanliness and general upkeep of the school premises, ensuring a safe, secure and welcoming environment for pupils, staff, visitors, and contractors. • The Premises Assistant will assist with day-to-day site operations, minor repairs, health and safety compliance and the preparation of facilities for school activities and events. • To know, share and embed the School Vision.
Key Responsibilities	**Whole School Responsibilities** • Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of St Columba's Catholic Boys' School. • Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations. • Fully committed to the safeguarding of young people. • Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school. • Be aware of and observe all policies, procedures, working practices and regulations. • Uphold our commitment to safeguarding and to promote the wellbeing of children. • Contribute to a culture of continuous improvement. • Comply with all reasonable management requests. • Maintain the confidential nature of information relating to the school, its students, parents and carers. • Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met. • Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer. **Site Security** • Open and close the school buildings and grounds in accordance with agreed schedules. • Conduct routine security checks of buildings, gates, fencing and grounds. • Respond appropriately to security incidents and emergency situations. • Monitor visitor access and assist with contractor supervision when required. **Maintenance and Repairs** • Carry out minor repairs, maintenance and decorating tasks within competence levels. • Identify and report defects, damage and maintenance requirements. • Assist in arranging and overseeing external contractors undertaking maintenance work. • Ensure school furniture, fixtures and equipment are maintained in good condition. **Health and Safety** • Support compliance with health and safety regulations and school policies. • Undertake regular site inspections and risk assessments as directed, ensuring risk assessments and safe systems of work are adhered to.

- Ensure pathways, entrances and outdoor areas are safe and free from hazards.
- Assist with fire safety procedures, including routine checks of fire exits and equipment.
- Support emergency evacuation procedures and site safety arrangements.

Cleaning and Grounds Maintenance

- Undertake cleaning duties as required, particularly in emergency situations or outside normal cleaning schedules.
- Assist with litter collection and maintaining the appearance of school grounds.
- Support seasonal maintenance activities, including gritting, snow clearance and leaf removal.
- Ensure waste and recycling are managed appropriately.

Facilities Management

- Set up rooms, halls, classrooms and outdoor spaces for lessons, meetings, examinations, assemblies and events.
- Move furniture and equipment safely as required.
- Monitor stock levels of premises and maintenance supplies and report replenishment needs.
- Assist with deliveries and storage of supplies.
- To carry out any other duties as instructed by the Headteacher/Business Manager, commensurate with the post.

Administrative Duties

- Maintain records relating to maintenance, inspections and health and safety checks.
- Report accidents, incidents and premises-related concerns promptly.
- Support compliance documentation and statutory inspection records.

Date Job Description reviewed: June 2026

Date received by Post Holder: _____

Signature of Post Holder: _____

Site Assistant

Person Specification		Essential/ Desirable
Qualifications	1. Good literacy and numeracy – GCSE Maths and English (or equivalent) 2. Health and Safety Qualification 3. Full driving licence 4. First Aid Qualification	D D E D
Experience	1. Basic practical skills in maintenance and repair work. 2. Understanding of Health and Safety and Compliance, including Working at Height, COSHH, Manual Handling, etc. 3. Experience of building maintenance, caretaking, facilities management, or a similar role. 4. Good working knowledge of security systems and procedures 5. Experience of using Microsoft Office applications (in particular Word and Excel) 6. Ability to drive a minibus 7. Experience of working in a school	E E E D D D D
Skills & Abilities	1. Excellent practical skills and ability to carry out minor repairs and maintenance 2. Ability to work under pressure, manage time effectively and meet deadlines 3. Ability to work independently and as part of a team and to make a positive contribution to the team's effectiveness 4. Able to take ownership of tasks and work with minimal supervision 5. Physically capable of undertaking porterage duties and working at height 6. Initiative and problem-solving skills 7. Ability to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities. 8. A commitment to own personal and professional development 9. To be helpful, approachable and positive 10. Basic ICT skills, including knowledge of Windows systems and Microsoft Office applications 11. Good organisation skills, ability to prioritise and to work to deadlines 12. Ability to work accurately, effectively and respond well under pressure 13. Ability to be able to deal with regular interruptions 14. Good communication and interpersonal skills. 15. Ability to work independently and as part of a team. 16. Ability to prioritise tasks and respond to changing demands.	E E E E E E E E E D E E E E E E
Personal Attributes	1. Ability to work in a team as a flexible, co-operative and supportive team player 2. Ability to maintain confidentiality 3. Patient and diplomatic manner when dealing with students, parents, visitors and staff 4. Good record of punctuality and attendance 5. A calm and resilient nature, with a sense of humour 6. Flexible approach to working hours	E E E E E E

	7. Positive approach to problem-solving. 8. Excellent communication skills including verbally, in writing, face-to-face and over the telephone 9. Professional attitude to work 10. Enthusiasm and confidence at working with a wide range of people 11. Willingness to participate in further training and development opportunities offered by the school, to further knowledge, including First Aid Training	E D E E E
Miscellaneous	• All applicants will be required to undergo an Enhanced Disclosure and Barring Service check. All offers of employment are subject to an assessment of the DBS certificate. • The role involves manual handling, working indoors and outdoors, and occasional use of ladders and maintenance equipment. • Flexibility may be required to support school events, emergencies, and out-of-hours activities. • Appropriate personal protective equipment (PPE) will be provided where necessary.	