



**Lord Grey Academy**  
Lord Grey Can



## **SITE ASSISTANT**

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



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## Advertisement

### FULL-TIME SITE ASSISTANT

**Permanent**

**37 hours per week**

**52 weeks per year with 25 days holiday entitlement (plus bank holidays)**

**TOVE Learning Trust Band D - Salary Range: £24,027 - £24,404**

**Actual starting salary: £24,027 per annum**

We require, as soon as possible, a Site Assistant to assist in the provision of a comprehensive site management service across the campus.

The successful candidate will be energetic and hardworking, working as part of the Site Team who are responsible for repairs and maintenance, security, cleaning, waste disposal, deliveries and portage across Lord Grey Academy. The successful candidate will be required to have excellent interpersonal skills, willing to learn new skills and flexible to meet the needs of the school.

This role could benefit a person who is new to working life, experienced in their field or looking to change the direction of their work. On site training will be provided by the Site team, plus the Academy is looking to secure an apprentice course in Site Management in the future.

The successful candidate will need to work 11am - 7pm during term time. Be flexible with regards working hours to enable cover of staff. Holiday working hours typically 8am - 4pm.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Tuesday 22nd April 2025. Interviews to be held on Monday 28th April 2025.

Only successfully short listed candidates will be contacted.

**Join an Academy part of a highly supportive and growing MAT.** Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!





# Lord Grey Academy

## Lord Grey Can



### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*



## **JOB DESCRIPTION**

Role: Site Assistant  
Responsible to: Site Manager  
Based at: Lord Grey Academy  
Hours: 37 hours per week, 52 weeks per year  
Grade: Grade D, points 3 to 4

### **Job Context**

To support the Site Manager in providing comprehensive site management services across the campus on a shift pattern.

### **Key Responsibilities**

- Site Maintenance
- Communication
- Minibus
- Other

### **Job Description**

#### **Responsibility area 1 - Site Maintenance**

- 1) To undertake regular tasks within the planned maintenance regime and as directed by the Site Manager
- 2) To assess the level of work, the materials required and the time involved for specific maintenance tasks
- 3) To regularly communicate with the Site Manager to discuss progress
- 4) To work in a flexible manner with colleagues in scheduling appropriate times to undertake work
- 5) To assist with the opening and closing of the site
- 6) To assist in the upkeep, storage and maintenance of all maintenance tools required on campus for use by the Site Team
- 7) To assist in the weekly and daily schedules of work agreed with the site manager, including minor maintenance and repair, portering, setting out of furniture, emergency cleaning and security etc
- 8) To maintain the required high standard of environment of school buildings and external hard standings and pathways
- 9) To be observant, to report any Health and Safety issues and to help ensure that Health and Safety legislation is complied with

#### **Responsibility area 2 - Communication**

- 10) To be an appropriate ambassador for the school when working with visitors and hirers of school facilities
- 11) To liaise with contractors as required

#### **Responsibility area 3 - Minibus**

- 12) To assist in keeping the school minibus in good order, serviced, maintained and taxed in accordance with legal requirements and all Health & Safety legislation



**Responsibility area 4 - Other**

- 13) To observe all school policies, procedures and working practices
- 14) Assist the DT Technician
- 15) To strive towards continuous improvement and to foster an enterprising culture
- 16) To undertake any other duties which are reasonable within the scope and grade of the post
- 17) To contribute towards the delivery of high quality education for all students
- 18) To ensure the effective implementation of the school's Equalities Policy
- 19) The duties of this post may vary from time to time without changing the general character or the level of responsibility entailed
- 20) To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy
- 21) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 22) To undertake such duties as may from time to time be reasonably assigned by the Principal

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



## PERSON SPECIFICATION

EXPERIENCE/KNOWLEDGE	Essential	Desirable	How evidenced
Experience of working as part of a team		✓	A I R
Experience of general maintenance and repair of school building or similar environment		✓	A I R
TECHNICAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
DIY skills to a good standard		✓	A I R
Ability to handle a range of equipment	✓		A I R
Awareness of relevant Health and Safety requirements		✓	A I R
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Physically fit	✓		A I R
Willingness to work outdoors as required	✓		A I R
Organised and committed to quality	✓		A I R
Good timekeeping skills	✓		A I R
Good organisation skills	✓		A I R
Customer oriented	✓		A I R
Common sense and calm under pressure	✓		A I R
EDUCATION/QUALIFICATIONS	Essential	Desirable	How evidenced
Good basic standard of communication and numeracy	✓		A I R
Willingness to train in relevant areas	✓		A I
OTHER REQUIREMENTS	Essential	Desirable	How evidenced
To be adaptable to meet the school needs	✓		A I
Able to work a shift pattern	✓		A I
Willing to work flexible hours	✓		A I
Ability to uphold the school's Equal Opportunities Policy and Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference