



Devonport High School for Girls

Opportunity - Nurture - Achieve



Information Pack

Site Assistant

(Part Time, Permanent)

Dear Applicant



Thank you for your interest in the position of Site Assistant at Devonport High School for Girls (DHSG). I am very proud to be the Head Teacher here in a school where the staff and I value each and every young person as an individual and support them on their journey into adulthood. At Devonport High School for Girls, our mission is to ensure that all of our students receive an exceptional educational experience, through a wealth of opportunities within a nurturing environment, leading to outstanding achievements. This is an exciting time to join our school on our continuing journey to fulfil our mission.

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

In this applicant information pack, you will find a Job Description, and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

L. J. Sargeant
Head Teacher

The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University. There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Director of Finance and Resources, Deputy Head Teacher and four Assistant Head Teachers. From September 2026, this will also include six Associate Senior Leaders (SENDCO and five Heads of Faculty).

Why work at DHSG?

We Value Our Staff!

We value our staff and do this by having sensible policies and clear systems in place.

We do not expect staff to write endless feedback to students. We do not do WWW or EBI but let departments decide what is best for students. You will not be expected to attend pointless meetings. We value CPD time and to that extent have frequent department time.

We do not grade lessons or have formal observations. We have developmental drop ins which give immediate constructive feedback.

We value our future leaders, and we invest in the talent development of our staff. Access to internal leadership CPD, SLT secondments and other opportunities are in place for staff. Students are exceptionally well behaved here, so you will not waste time sorting out behaviour. You can just teach.

Do you want to work in a school...

- That has significantly improved results, year on year and the best in the city and region?
- Where the teacher is valued as the expert?
- That has an excellent student culture of respect, manners and hard work?
- That takes workload seriously? That has a clear workload charter, has a rational approach to marking? That restricts email use at weekends and during holidays and does not see 1265 as a target to meet?
- Free tea, coffee and milk for all staff.
- Regular socials organised by the social committee for staff.
- End of term food provided for staff (Bacon Rolls, End of Year BBQ).
- We have a 2 week half term in October/November and do not expect staff to be in for this. We do not make up the time elsewhere either, by having longer days or extra days in the summer term.
- Offer staff a free lunch for running a club?
- Can take PPA at home;
- That values its staff and has a strong approach to CPD?
- Allows departments autonomy over curriculum and planning?
- Offer time off in lieu for staff that give up time to run after school revision sessions?
- Where the staff are fully behind our ambition for excellence?
- That is values-driven, wanting the very best for the students?
- Where people feel valued, and morale is high across the school?

If the answers are yes to the above, then this school is for you.

Premises Team

The Premises Team comprises of one full-time Estates Manager, one Site assistant, a part-time Cleaning Supervisor and ten part-time Cleaners.

The Site Assistant is line-managed by the Estates Manager and the whole team is overseen by the school's Headteacher/Director of Finance & Resources.

More detailed information about the school can be found on the school website www.dhsg.co.uk

Job Description: Site Assistant

Post Title:	Site Assistant
Grade:	Grade C (Points 5-7)
Hours:	20 hours per week (3.00pm – 7.00pm), Monday to Friday – 39 Weeks per year
Responsible to:	Estates Manager & Headteacher/Director of Finance & Resources
Responsible for:	No line management responsibility.
Job Purpose:	To provide a clean, safe and well maintained site and school buildings. Some general maintenance of the premises and equipment will be undertaken. To adhere to the security needs of the school as a key holder. Supervise agency employees and visiting contractors; ensure all staff comply with health and safety regulations and safe working practices. Provide flexible support for the needs of the school.

Duties

Roles and Responsibilities to include:

1. The maintenance of the internal and external area of the school

Ground Tasks:	Weeding hard paved areas, treatment of pathways, trimming back shrubs & small trees, steps etc with salt, sand & grit, clearance of leaves and litter, plant and animal debris, maintenance of hard paved areas. Clear drains and guttering
Carpentry:	Minor repairs, e.g. replacement of door handles, broken tables and chairs etc.
Decorating:	General painting and decoration
General:	General maintenance to include replacement of light bulbs, tubes, batteries, locks, furniture and undertake minor repairs. Assist Estates Manager with other maintenance as required.
2. Respond to emergency requests such as spillages, spot cleaning and portable heating breakdowns
3. Check and ensure that the corridors are kept clear of litter and obstructions

4. Support the kitchen team during lunch service when required e.g. pot washing, on the queue, table cleaning, serving on the tills.
5. Check the site for graffiti and remove when found
6. The portage of furniture, equipment and supplies e.g. setting up and clearing rooms/halls for examinations and other school events.
7. Work within the requirements of the School's Health and Safety policy, performance standards, safe systems of work and procedures.
8. The safe storage of any potentially harmful substances and equipment
9. To ensure that periodic checks of site equipment and fire prevention and detection are undertaken
10. To maintain an inventory of all equipment, furniture and fittings within the school
11. Carry out administrative processes relevant to the job
12. Arrange, meet and monitor the performance of contractors on site and subsequently alerting the Site Manager/Business Manager of concerns as appropriate.
13. To undertake and record PAT testing as directed.
14. To undertake key holder responsibilities and to be part of the team responding to emergency call-outs as required including unsocial hours or at weekends to deal with security issues.
15. To participate in the school's support staff appraisal scheme, attend meetings and training sessions when required e.g. first aid, manual handling
16. To provide First Aid cover out of school hours.
17. To be aware of and comply with all policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. To appreciate and support the role of other professionals.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

Please note:

- Electrical and gas maintenance and repair must only be undertaken by registered and qualified persons.
- Structural tasks should only be undertaken following professional advice
- Maintenance tasks must be undertaken in accordance with Health and Safety requirements and the job holder's capability and experience

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

Person Specification: Site Assistant

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Certificate in or willingness to undertake the following training: <ul style="list-style-type: none"> ○ Minibus driving ○ First aid ○ PAT testing ○ Ladder use 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent qualification or suitable experience • Use of excel sheets
Relevant Experience	<ul style="list-style-type: none"> • Experience of basic maintenance work • Understanding of security • Understanding of Health and Safety legislation in the workplace • Understanding of Fire and Safety regulations in the workplace • Understanding of the use of PPE for undertaking maintenance tasks and inspections of buildings 	<ul style="list-style-type: none"> • Basic Health and Safety certificate • Knowledge and experience of risk assessment, COSHH and manual handling • Building trade experience
Skills	<ul style="list-style-type: none"> • Good DIY skills • Ability to clean premises to required standard • Ability to promote effective working in a team but also using own initiative • Ability to complete basic paperwork • Good organisational skills • Good interpersonal skills • Good communication skills • Ability to develop and maintain good relationships with colleagues • Flexible attitude, able to respond to emergency callouts and any other extra work requirements • ICT keyboard, numeracy and literacy skills • Required to maintain and use tools, equipment and machinery with some demand for precision 	<ul style="list-style-type: none"> • Understanding of school roles and responsibilities and your own position within these
Physical Requirements	<ul style="list-style-type: none"> • Ability to move load up to 25 kilos • Ability to lift and carry objects, necessary to undertake duties 	<ul style="list-style-type: none"> • Ability to work at heights



How to apply

Applications for this vacancy must be received by 9am on **Tuesday 31 March 2026**. Interviews will be held on **Tuesday 7 April 2026**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy
Personnel Manager
Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
Devon
PL2 3DL

T: 01752 705024

E: recruitment@dhsg.co.uk

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657



