

# Site Assistant

**Salary: £25,583 - £26,823 per annum + Local**

**Government Pension Scheme**

**37 Hours per week (52 weeks)**

**6 Month Fixed Term Contract**

**Start date: ASAP**

**Closing date: 2 February 2026**

**Interview date: 4 February 2026**



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## Welcome from Nigel Wright, Headteacher

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**Welcome and thank you for your interest in working with us at Oakmoor School. We are a growing school and need to expand our team.**

It is an exciting time to be joining our brand new, vibrant school where all staff are valued and their contribution to the organisation as a whole is recognised. We are a highly collegiate staff and are surrounded by like-minded, high calibre colleagues.

Our professional support team are well regarded by teachers and students. The team is seen as critical to the success and continued development of the school. Every member of the team genuinely cares about our school, our students and our local community.

Professional development and career progression is often seen as limited in schools. At Oakmoor we encourage staff to develop and many of our professional support team have been successful with internal promotion in recent years. This provides excellent continuity for the school and allows colleagues the opportunity to progress whilst remaining in the school they enjoy being part of.

We have an excellent professional support team at all levels who share our goal of every child achieving their very best whilst enjoying a rich and varied curriculum with plenty of opportunities to excel outside the classroom.

Let Oakmoor look after you and your career.

## Working at Oakmoor School - A View from our Staffroom

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There has been a real focus on reducing workload and unnecessary meetings. This has resulted in fewer after-school meetings. Even more significantly, we now have a whole-class feedback policy which has reduced time spent marking and given staff more time to focus on planning for progress.

**Mr Denton, Mathematics Department**

I have worked at Oakmoor School for over 20 years. In those years I have loved working here. We have a special staff team who are extremely supportive of one another. The students I work with are appreciative of the work I do and are always grateful for the time I give to help them.

I always said I would look to work in another school after 5 years of arriving but the wonderful students and staff have kept me here

**Mrs Hale, Technology Department**

Working at Oakmoor as a teacher is an absolute pleasure. This is my seventh year at Oakmoor School and feel so lucky to have such an amazing classroom environment. Everything a teacher could wish for, lots of cupboard space, visualizers, interactive whiteboards and space to create displays. The team at Oakmoor is supportive and it feels like a family".

**Mrs Sutshall, Humanities Department**

I have worked at Oakmoor School for almost 7 years. Oakmoor provides students with the necessary knowledge, skills and attitude for their development, which ensures a wider scope and prospective about education and what career choice to make in the future. My work colleagues are very supportive and friendly, which creates a sense of community and team spirit.

**Mrs Kelly, Operations Department**

## Professional Support and Development

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At Oakmoor we offer a diverse programme of professional development to enable teachers to enrich their practice in areas that they have identified and want to develop. Professional development is closely linked to our school strategic plan and individual performance management to ensure that we are improving and enhancing the school as well as individual practice.

Throughout the school year, staff participate in a Twilight programme of professional development that has a focus on key areas. All staff are given the time and opportunity to choose a theme that they would like to research and study. The results of this work are then implemented to improve and enhance an area of their practice. There are also opportunities to share this knowledge with the whole school through our meeting and INSET programme and on many occasions whole school policy and practice has been influenced by the Twilight professional development programme.

Staff are also given the opportunity to work collaboratively with other staff and departments across the school though our meeting cycle. The collaborative meetings have a clear agenda that relates to sharing good practice to enhance provision through planned learning walks, work scrutiny opportunities and discussion and debate regarding learning, the curriculum, assessment, examination technique and classroom practice.

For Early Career Teachers (ECTs), our programme has been recognised as delivering the highest grading for guidance and support for our newly qualified teachers.

Our ECTs have a mentor who works in partnership with them to ensure that they continue to develop throughout the academic year. Their mentor observes lessons and provides regular feedback on the quality of their teaching as well as offering helpful advice on how to improve further.

This support programme continues once qualified teacher status has been achieved, as staff progress into our Recently Qualified Teacher (RQT) programme to ensure that support and development is on going, as we recognise that we have different needs at different stages of our career.

For professional services staff wishing to become teachers, we have a successful School Direct programme which is delivered jointly through our close link with the University of Chichester. This programme provides an opportunity to train with us for one year and includes a second placement in another school for one half term. When accepted onto our School Direct Programme, trainees are fully integrated into our staff team and are supported to ensure that they are given every opportunity to develop the skills required to become an outstanding teacher. To date, we have a 100% pass and employment rate and we expect to see this continue in the future.

# University of Chichester Multi-Academy Trust

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The University of Chichester Academy Trust ('the Trust') is uniquely placed to make a difference to the local education landscape. Schools who join our Trust do so because they wish to work with like minded schools who have a shared passion for pupil centred learning, and a desire to work together for the benefit of the wider community that we serve. The Trust is a member of the Confederation of School Trusts and The Queen Street Group.

The Trust has 15 academies in its education family, based in Hampshire, Portsmouth and West Sussex, and a SCITT. Although we share the same vision and values, each of our academies have their own identity which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each school and governance, through local governing bodies. We offer:

## **Co-Leadership Approach**

The headteachers of our academies all lead their own schools and contribute to the wider leadership of the Trust. Our headteachers have a key role in driving the policies and procedures of the Trust and in leading areas of strategy and projects across our academies.

## **A Shared Vision**

For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

## **A Shared Mission**

To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

## **Achieve More, Challenge Thinking, Shape Futures**

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The collective strategic priorities of the Trust are outlined below. The Trust's Education Development Team have developed a programme, with the University of Chichester, to support all teachers, ensuring evidence-informed practice and professional enquiry promote and meet the strategic priorities.

### **Learning and Society**

Ensure our curriculum offer allows all of our pupils to achieve more and identify with their school community and society as they journey through each of our schools and work closely with our University sponsor.

### **Strategic Leadership**

Develop the leadership capacity and impact of our staff so that they are professionally developed in line with our Trust ambitions and their professional learning pathway.

### **Collective Responsibility**

Invest in and support our staff so that they collaborate to strategically raise the standards all pupils reach and embed evidence-based practices that have an impact on pupils' learning and identity.

**Trust Identity** Ensure our Trust identify and narrative, including our Equality, Diversity and Inclusion commitment, is known to our communities within and outside of the Trust, so that they see, help shape and benefit from being part of the University of Chichester Academy Trust.

# Together we make a difference

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## Our Promise to you:

- Be a member of a high performing team
- A school which is committed to continued rapid progress and the achievement of excellence
- Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

## A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

## Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- 24/7 Employee Assistance Programme

## Be part of something bigger:

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!

## Staff Benefits:

- Teacher's Pension Scheme
- Employee assistance provision including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal and career development programme
- Access to the University's vast Library resources and to the National College resource
- Generous leave entitlement
- Employee Discounts Platform, saving £££'s on a range of goods and services
- Eyecare Voucher Scheme
- Eligibility to join TOTUM (NUS Extra)
- Relocation allowance where eligible

## Job Profile

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**Job Title:** **Site Assistant**

**Reports to:** **Premises Manager**

**Location:** **Oakmoor School, Bordon, Hampshire**

### **Function of the post:**

In liaison with, and in the absence of, the Site Manager takes responsibility for the maintenance and security of the school premises and site, ensuring the school meets with health and safety legislation and is a safe environment for the school community.

### **Principal Accountabilities:**

1. In liaison with the Site Manager ensure that the buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings and setting and disarming the alarms, when required. Ensure emergency procedures are understood;
2. Monitor the general condition of the exterior and interior buildings, and as directed by your line manager undertake repairs and maintenance activities to improve the appearance and safety of the buildings and grounds as may reasonably be required;
3. As directed by your line manager, oversee on-site maintenance contractors to ensure work is undertaken in line with health and safety regulations, school policy, and the work is completed to the required specification and standards within the timescale set out in the contract, reporting to your line manager or the Operations Manager as appropriate.
4. Maintain accurate and current records and reporting procedures in liaison with your line manager and in accordance with academy and regulatory procedures to ensure the academy maintains strict health and safety standards, including fire, legionella, site security, asbestos, emergency lighting, and electrical tests;
5. Operate equipment and systems such as heating, cooling, lighting and alarms ensuring that they are maintained in good working order at all times, reporting any faults or deficiencies to the Site Manager;
6. Monitor stock and order supplies as required and in line with academy procedures;
7. In liaison with your line manager and the Operations Manager ensure that correct procedures are followed for purchase, gathering quotations, and overseeing planned grounds improvement work and contracted services work as required;

8. Prepare rooms for use to include unlocking and opening rooms, re-arrange layout/furniture, equipment and additional furniture as requested. The room should be returned to the normal layout at the end of the session and the room user advised to return any equipment or resources not normally stored in the room, with rooms secured and locked;
9. Undertake various collections and deliveries across the site adhering to safety and mindful of key transition times;
10. Cover any absences within the cleaning team by delegating or cleaning as required, to ensure a clean, hygienic and safe environment;
11. Support and assist members of staff and visitors with regard to premise management, ensuring the highest levels of customer service are set and achieved.

**Other duties:**

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust.

The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the Trust's People Strategy.

**Inclusivity:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's portal. Any breaches may lead to termination of employment.

**Health and Safety**

Take responsibility for ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

**Sustainability and Environment:**

The Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the Trust's Environmental & Sustainable Development Strategy.

**Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

**Right to Work:**

The current British and European Law states that the Trust cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the HR Website for further information.

**Safer Recruitment:**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

**Disclosure Service Certification from the Disclosure and Barring Service:**

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or from the Trust's Human Resources Department.

**Principal Attributes and Person Specification:**

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements

		E	D	Evidenced through
	Knowledge and Qualifications			
1	Basic knowledge of building maintenance.	✓		
2	Knowledge of health & safety regulations and best practice	✓		
3	Certificate of Training (or willingness to undertake training) in the use of: <ul style="list-style-type: none"> <li>- Steps, Ladders and WAHR (incl. step stool)</li> <li>- Tower safety</li> <li>- Fire Safety Assessment</li> <li>- Moving and Handling of Objects</li> </ul>	✓		Application Interview References
4	PAT qualified.		✓	
5	General understanding of maintenance requirements within a school setting.		✓	
6	Knowledge of regulatory requirements in managing legionella and asbestos		✓	

		E	D	Evidenced through
	Skills			
1	Maintenance skills relevant to the duties of the post.	✓		
2	Ability to make decisions appropriate to the situation.	✓		
3	Problem-solving skills to enable efficiency in the maintenance of the school.	✓		Application Interview References
4	Have basic IT skills to enable the use of a computer for emails, job orders and reports		✓	

		E	D	Evidenced through
	Experience			
1	Demonstrable evidence of successful repair and maintenance at a standard that meets regulatory requirements and is efficient for the school.	✓		Application Interview References
2	Proven experience of ensuring standards of service are maintained.	✓		
3	Experienced in undertaking a broad range of duties that are required to meet health and safety standards.	✓		

		E	D	Evidenced through
	Personal attributes			
1	A calm approach under pressure with an ability to resolve issues.	✓		Interview References
2	Ability to work alone and unsupervised whilst being part of a wider team.	✓		
3	Flexible, conscientious and reliable approach to the post	✓		
4	Good timekeeper and able to meet deadlines.	✓		
5	Professional confidentiality.	✓		
6	Must be prepared to meet the required dress standard including wearing the appropriate staff clothing, which will be provided.	✓		

July 2025

# Application Procedure

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Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the school website [www.oakmoor.hants.sch.uk](http://www.oakmoor.hants.sch.uk) or the Trust's website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and submit it, so that it is received no later than the deadline.

Oakmoor School  
Budds Lane  
Bordon  
Hampshire  
GU35 0JB  
Attention of Nicola McCool

T: (01420) 472132  
E: [n.mccool@oakmoor.hants.sch.uk](mailto:n.mccool@oakmoor.hants.sch.uk)

## Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification in the context of the accountabilities. You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

## Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

## Selection Procedure

The shortlist will be drawn up soon after closing date. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

## Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt.

*Applications will be considered on an on-going basis between now and the closing date. Please submit your application at the earliest convenience as we reserve the right to withdraw the advertisement should a suitable candidate be successful.*