



Devonport High School for Girls
OPPORTUNITY - NURTURE - ACHIEVE

Information Pack

Site Assistant
*(37 hours all year round,
permanent)*

Dear Applicant



Thank you for your interest in the position of Site Assistant at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

DHSG is seeking to appoint an experienced Site Assistant to join our premises team on a part-time basis to help and provide a clean, safe and well-maintained site and school buildings. The post is for 37 hours per week, all year round. Applications for part time hours will also be considered.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. The school has strong international links and helps to create successful and happy young people who have the skills to carry out leading roles in the world. Our students are absolutely fantastic and highly motivated to learn. You will not experience poor behaviour in the classroom.

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, Person Specification, 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,



Lee 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 850 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.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

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, Deputy Head Teacher, three Assistant Head Teachers and the Business Manager.

Premises Team

The Premises Team comprises of one full-time Estates Manager, 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/Business Manager.

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:	37 hours per week, Monday to Friday - All Year Round (with half and hour unpaid lunch). Applications for part time hours will also be considered.
Responsible to:	Estates Manager & Headteacher/Business Manager
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.

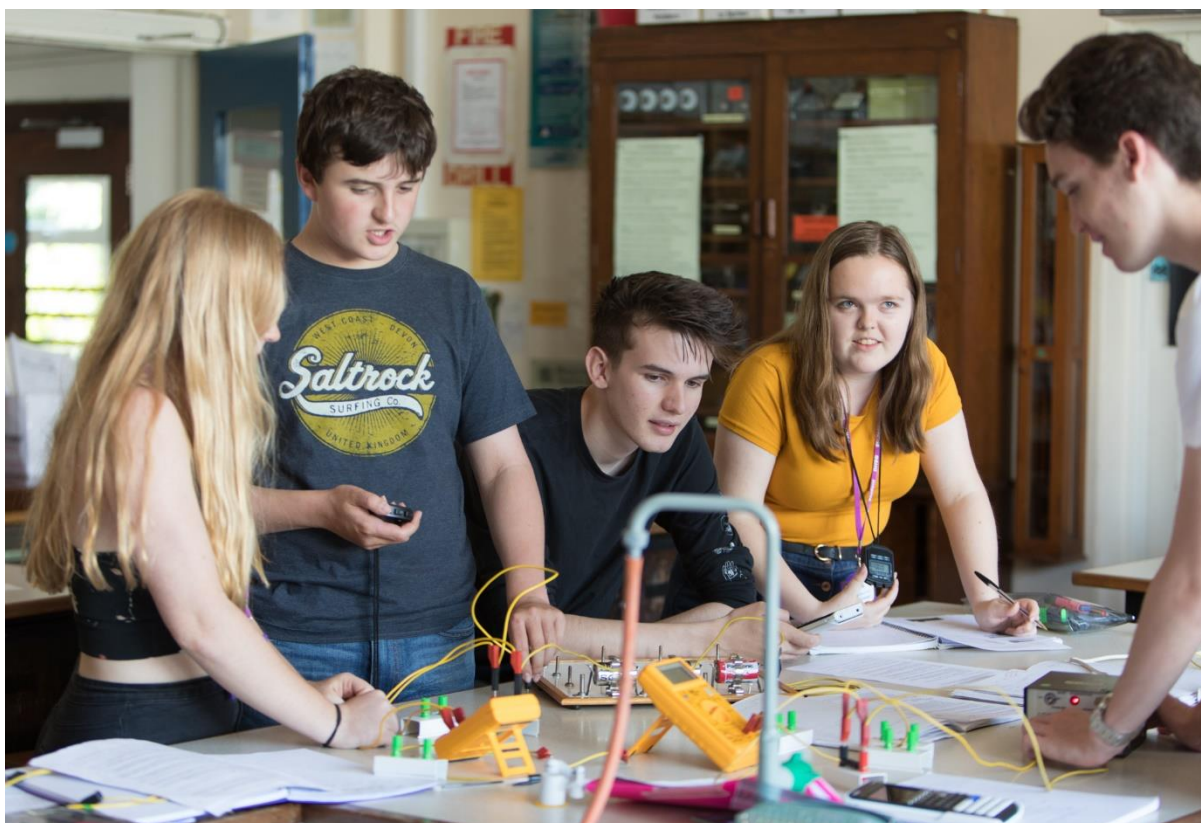
Please note:

- 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	• Certificate in or willingness to undertake the following training: ○ Minibus driving ○ First aid ○ PAT testing ○ Ladder use	• NVQ Level 2 or equivalent qualification or suitable experience • Use of excel sheets
Relevant Experience	• 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	• Basic Health and Safety certificate • Knowledge and experience of risk assessment, COSHH and manual handling • Building trade experience
Skills	• 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	• Understanding of school roles and responsibilities and your own position within these
Physical Requirements	• Ability to move load up to 25 kilos • Ability to lift and carry objects, necessary to undertake duties	• Ability to work at heights



How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by 9am on **Monday 17th November 2025**. Interviews will be held on **Thursday 27th November 2025**.

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