

Site Assistant - Job Description

Location: Newbury Park Primary School

Contract: Permanent, Full-Time, + 6 weeks

Hours: 30 hours per week,

Pay: Grade LBR 3

Reports to: Site Manager

Purpose of the Role

Under the direction of the Site Manager, the Site Assistant supports the effective operation, maintenance, and security of the school site. This role ensures the school environment is safe, clean, and welcoming for pupils, staff, and visitors.

Key Responsibilities

Site Support & Maintenance

- Assist with the day-to-day maintenance and minor repairs of the school site.
- Carry out routine checks of building systems (heating, lighting, plumbing) and report issues.
- Maintain cleanliness and presentation of internal and external areas.
- Support the Site Manager in monitoring and maintaining health and safety standards.

Security

- Assist with opening and closing the school and securing buildings as required.
- Support emergency response and alarm procedures under the direction of the Site Manager.
- Report hazards, security issues, or maintenance concerns promptly.

Cleaning & Facilities

- Undertake cleaning tasks as part of the school cleaning schedule.
- Assist with deep cleans, including summer holiday tasks when required.
- Ensure cleaning materials and equipment are used safely and stored correctly.

Porterage & Lettings Support

- Assist with deliveries, moving furniture, and set-up for school events and lettings.
- Support the Site Manager in ensuring premises are safe and ready for use by external hirers.

Administration & Reporting

- Maintain records of maintenance, cleaning, and health & safety checks as directed.
- Support the Site Manager in stock control and ordering of cleaning supplies.

This job description sets out the main responsibilities of the post. It is not exhaustive and other reasonable duties may be required from time to time, in line with the duties of the role and under the direction of the Site Manager or Headteacher.

Person Specification

Essential

- Experience in site maintenance, caretaking, or cleaning.
- Practical maintenance or DIY skills.
- Reliability, organisation, and ability to follow instructions.
- Ability to work as part of a team and independently.
- Awareness of health & safety, COSHH, and safeguarding responsibilities.

Desirable

- Experience in a school or similar environment.
- Knowledge of facilities management practices.
- Cleaning supervision experience.

Values and Attributes

- Proactive, reliable, and flexible.
- Positive and professional attitude.
- Commitment to maintaining a safe, welcoming, and inclusive environment.
- Alignment with Newbury Park Primary School's values: compassion, courage, curiosity, creativity, collaboration.

Safeguarding

Newbury Park Primary School is committed to safeguarding and promoting the welfare of children. All staff are required to adhere to the school's safeguarding policies. Appointment is subject to enhanced DBS checks and satisfactory references.