

Site Assistant

Location: 89 Addison Road, London, W14 8BZ, and occasionally other Trust sites across London

Contract Type: Full time, all year round

Salary: £29,808-£30,225

Start Date: As soon as possible

The Saint John Southworth Catholic Academy Trust is seeking a dedicated and proactive Site Assistant to join our Shared Services Team. This role plays a vital part in maintaining the Cardinal Vaughan Memorial School and our other sites are safe, secure and inspiring environments for learning. You will contribute to the effective operation, appearance and safety compliance of our school sites. If you are passionate about creating excellent spaces for young people to thrive and learn, we encourage you to apply.

Key Responsibilities

- Support the operation and maintenance of the Cardinal Vaughan Memorial School and other sites (on occasion), including minor repairs and basic maintenance tasks
- Ensure compliance with health and safety regulations and legislation, working collaboratively with colleagues
- Assist with site security, including opening and closing, alarm system checks and liaising with emergency services as required
- Address issues such as leaks, breakages and emergencies, ensuring a safe environment for students, staff and visitors
- Maintain cleanliness and tidiness of external areas, including litter picking, bin emptying and removal of graffiti
- Collaborate with contractors, supervising their work as needed, and monitor the quality of contracted services
- Support school lettings and external hirers to ensure smooth and secure site operations
- Provide out-of-hours and emergency cover when required
- Contribute to the welfare of pupils by assisting with supervision and behaviour management

What We Are Looking For

The ideal candidate will:

- Be a team player with excellent communication skills and a strong work ethic
- Have a proactive approach to site maintenance, with good organisational and time-management skills
- Show a high commitment to safeguarding and promoting the welfare of children
- Be willing to develop skills through training, including gaining qualifications such as First Aid, IOSH certification and minibus operation

About the Trust

The Saint John Southworth Catholic Academy Trust is a growing family of Catholic schools (primary, secondary and post-16), a registered charity and a trading company committed to providing an outstanding education rooted in faith, aspiration and service.

Our Shared Services Team provides high-quality professional and operational support across the Trust, enabling schools to focus on teaching, learning and pastoral care.

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing
- Access to the Local Government Pension Scheme and generous holiday entitlement

How to Apply

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!