



Job Description and Person Specification

Site Assistant

Shared Services Team

Grade: Scale 1

Reporting to: Site Manager

The Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This is a school-based role that will involve contact with children.

Job Description

Key Duties and Responsibilities

- To ensure the effective operation of allocated Saint John Southworth Catholic Academy Trust sites – by supporting the other members of the Facilities Management Team with health and safety practice and compliance with legislation and regulations – so that they are excellent learning environments for pupils
- To support with the effective operation of sites, maintaining a good state of repair and appearance and supporting the development and implementation of longer-term plans in line with the Trust's aims
- To carry out small repairs and basic maintenance projects
- To work with the other members of the Facilities Management Team to ensure the security of the school sites, including the opening and shutting down and alarming of the buildings and sites
- To monitor and maintain the effectiveness and use of all alarms, fire equipment and exits and to liaise with emergency services such as police, fire and medical as appropriate
- To minimise trespass, deal with intruders and report vandalism, to check that all electronic equipment is secure and to report any breaches of school security policies to the schools' leadership teams
- To understand and comply with the Health and Safety at Work Act (1974) and Control of Substances Hazardous to Health regulations
- To understand and comply with all requirements applicable to the daily operation of the schools' facilities and systems e.g. fire alarm testing and resetting
- To maintain personal safety and deal with or arrange to be dealt with all emergencies to make safe e.g. electrical and gas emergencies
- To deal with or arrange to be dealt with all leaks, breakages, etc.
- To ensure access, support as appropriate and secure premises for all emergency services
- To comply with Trust systems and procedures e.g. the reporting of faults, the regular inspection of the fabric of the schools, ensure walkways are maintained safely, the gullies and drains work effectively
- To liaise with contractors, workmen and other organisations: monitor their activities, enable them to complete their work and supervise where necessary
- To move equipment, furniture, deliveries, supplies and materials around the sites as necessary
- To maintain the cleanliness and general tidiness of all external areas e.g. remove graffiti, empty bins, litter pick, grounds maintenance outside contracted services, etc.
- To liaise with the other members of the Facilities Management Team to review and inspect contracted services e.g. grounds maintenance
- To work with the other members of the Facilities Management Team and the cleaning services to ensure that cleaning standards are maintained to a high-quality standard
- To undertake specific, immediate cleaning tasks e.g. illness, flooding toilets, etc.
- To work with the other members of the Facilities Management Team to ensure the efficient use of the school sites ensuring the hirers are made to feel welcome, school letting requirements and systems are complied with

- To provide out-of-hours and emergency cover or support for colleagues on the sites
- To provide cover for other schools in the Trust in emergencies
- To assist with the supervision and welfare of pupils, contributing to effective behaviour management in schools
- To contribute to the development of systems and procedures on the sites, support the life of the schools and work within the overall aims and objectives of the Trust

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to Child Protection; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service 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)) provides 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](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: March 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	<ul style="list-style-type: none"> • Minimum of five GCSE (A-C/4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2 • IOSH certification or willing to work towards • Evidence of relevant CPD activities 	<ul style="list-style-type: none"> • Relevant trade qualifications • First Aid certification or willing to work towards • Minibus training or willing to work towards 	<ul style="list-style-type: none"> • Application • Interview
Experience	<ul style="list-style-type: none"> • Recent and successful experience of relevant services 	<ul style="list-style-type: none"> • Experience of supporting in an educational setting • Awareness of Catholic Academy Trust 	<ul style="list-style-type: none"> • Application • Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Work constructively as a part of a team to deliver excellent service • Excellent communication and interpersonal skills • Excellent risk assessment skills • Effective ICT skills within an office environment and knowledge of Microsoft Office • Knowledge of relevant policies/legislation for site maintenance, health and safety • Ability to analyse and interpret information • Ability to influence others to solutions • Ability to work with agility and add capacity in the Trust 		<ul style="list-style-type: none"> • Application • Interview

	<ul style="list-style-type: none"> • The ability to set priorities to enable work to be done effectively under pressure and to meet deadlines • Ability to relate well and work effectively with children and adults 		
Character and Values	<ul style="list-style-type: none"> • High commitment to safeguarding and promoting the welfare of children • A belief in education and commitment to high levels of service to make a difference for young people • Excellent record of attendance and punctuality • Ability to relate to and communicate with a wide range of stakeholders (staff, contractors, customers, etc.) with a calm and courteous manner • Have self-motivation and personal drive to complete tasks to the required timescales and quality standards • Commitment to continuous self-development including undertaking qualifications in key areas 		<ul style="list-style-type: none"> • Application • Interview
Personal Circumstances	<ul style="list-style-type: none"> • Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable 	<ul style="list-style-type: none"> • Flexibility to support out of hours activity on occasion 	<ul style="list-style-type: none"> • References • Interview

	adjustments, where appropriate, in accordance with the Equality Act 2010		
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