marches school
part of the Marches Academy Trust

SITE ASSISTANT

RECRUITMENT PACK

10th November 2026

About Us



Post title
Site Assistant

Grade
Grade 4, Scale point 4 (£13.48hr)
Actual Salary pro rata - £10,547

Hours of work
2 days - 15 hours per week

Post status
Permanent
Required to start as soon as possible

The Marches School is a vibrant, inclusive and forward-thinking school where students are at the heart of everything we do. We are proud to support young people through their full educational journey, providing a safe, caring and ambitious environment in which every student is known, valued and encouraged to succeed.

We offer a broad and balanced curriculum, including a wide range of GCSE, A Level and vocational pathways, ensuring that all learners can follow routes that reflect their strengths, interests and aspirations. Learning is enriched by a strong programme of extra-curricular activities, leadership opportunities and enrichment experiences that help students build confidence, character and lasting friendships.

The Marches School is an exciting place to learn, work and grow. Together, we are developing confident, resilient and successful young people, equipped with the skills, values and ambition to succeed in education and in life beyond school.

Sally Wilmot

Headteacher

We offer

- An excellent working environment with a suite of brand-new printers / copiers and excellent SLAs.
- An enthusiastic and supportive department team.
- Excellent professional learning and support at every stage in your career, with opportunity for continued personal development through our Talent Pathway.
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Year-round free membership to our state-of-the-art fitness suite.
- Benefits including funded counselling, physiotherapy and GP and other medical support.

Why this role above others?

We know our school is a special place, our staff wellbeing survey tells us staff love working here because of the relationships between staff, departments and students.

If you have any queries, or wish to visit the school, please contact Karen Faux, Operations Manager, at: karen.faux@mar.mmat.co.uk or call her on 01691 664400.

Welcome from the CEO



This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision ‘Achievement through Caring’ is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Sarah Finch

CEO
The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot’s School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal
- Cockshutt CE Primary School and Nursery in Ellesmere
- Criftins CE Primary School and Nursery in Ellesmere
- Selattyn CE Primary School in Oswestry
- West Felton CE Primary School and Nursery in Oswestry
- Weston Lullingfields CE Primary School and Nursery nr Shrewsbury
- St Andrew’s CE Primary School and Nursery nr Shrewsbury
- Kinnerley CE Primary School and Nursery in Oswestry

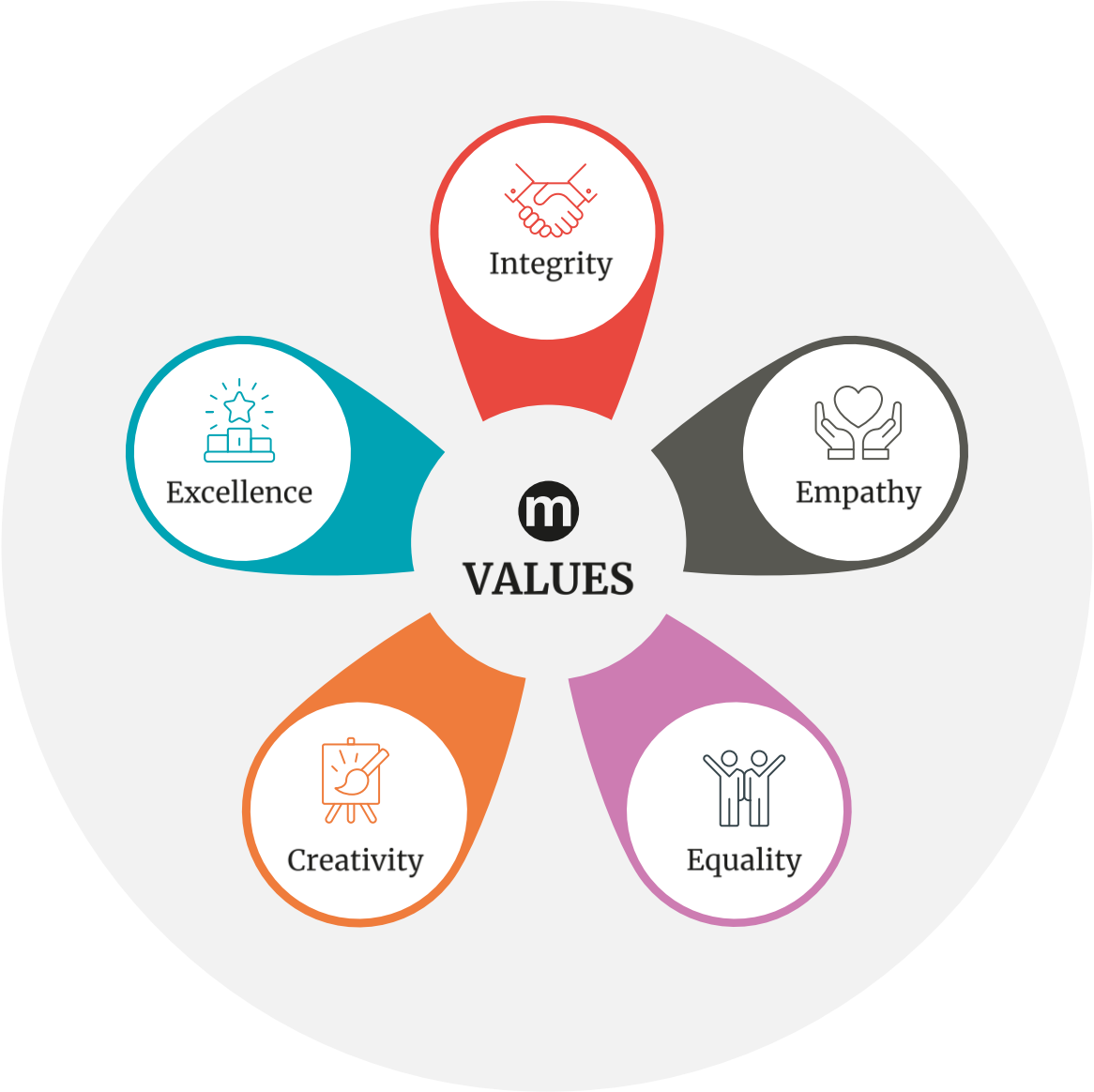
Our Trust Vision Statement and Values

Our Vision

Achievement through caring

Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Responsible to:

The post holder will be responsible to the Site Services Leads, and required to work closely with external contractors, and have contact with all staff, students, parents, visitors and others.

Outline of the Role:

To assist and be proactive in supporting the Site Services Team in the day-to-day maintenance and operation of the school site, ensuring its safe and efficient use at all times by students, staff and visitors.

Main duties:

(Under the direction of the Site Services Lead)

Security

To be responsible for the security and safety of the school buildings, grounds, and contents.

- When on duty to be responsible for locking and unlocking doors and gates, closing windows, activating, and deactivating alarms and checking that heaters and lights, projectors are turned off.
- When on duty to carry out security checks, request that visitors without permission to be on site are asked to leave and to call police for assistance if required.

Site Maintenance

- To record tasks as required on systems in a timely manner.
- To remove litter, grit, broken glass etc. from hard surfaces, playing areas, car parks and all other school premises, as necessary. Empty all external litter bins and maintain a clean refuse bin area.
- To ensure all drains, gutters and gullies are free flowing and clean (toilets and basins) and to immediately report any matters which you are unable resolve to the Site Services Lead.
- To ensure that toilets are replenished to provide an adequate supply of toilet rolls and soap.
- To fulfil porterage duties around the site, to include the delivery and distribution of supplies, transportation of furniture and equipment and the making ready and thereafter clearing of rooms for particular activities i.e. assemblies, exams and workshops.
- To immediately clean up after any accidents.
- To undertake minor repairs, refurbishment, maintenance, and cleaning as required and report any unresolved matters.
- To ensure that all areas are kept safe from hazards and that passageways and corridors leading to emergency exits are kept clear of chairs, cupboards and other objects which would obstruct proper access.
- To ensure that the main entrances and paths are clear of snow and apply grit and salt in winter.
- To cover duties of other site maintenance staff on an immediate basis in the event of sickness or absence.

Other

- To establish and maintain the proper relationships with staff, students and all visitors to the site and promote the good image of the school.
- To deal with instructions concerning the lettings of the premises and to ensure proper arrangements for the use by the school and the community outside normal school hours.
- To carry out procedures in the event of fire, flood, breaking and entering, accident and other major damage.
- To be responsible for ensuring that Health and Safety regulations at all times are properly observed and to be responsible for keeping up to date with changes in regulations.
- To ensure that all machinery and equipment used is in safe working condition that it is left clean after use and that no ladders or climbing equipment are left against outside walls.
- To assist at with car parking arrangements at parents' events.
- If required to drive the school minibus and/or works maintenance van.
- To undertake training as required including registered first aid and IT skills.
- To undertake any other reasonable duty which might from time to time be requested by the Head Teacher or any person delegated by them.

DEVELOPING SELF AND LEADING OTHERS:

- Take responsibility for own professional development including maintaining an up-to-date knowledge of developments and related legislation including engaging fully in performance management of self and other staff (if applicable).
- Contribute to effective staff induction and professional development.
- Manage own workload, providing support where necessary and delegating where appropriate.
- To ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

Community responsibilities:

- Effective dialogue with parents in accordance with school policies.
- Attend and support community events as required.

In addition to the above all Marches Academy Trust staff are required to:

- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Personal Development Plan review cycle.
- Demonstrate excellent Customer Care in dealing with all customers.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.

Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in or support development of other schools within The Marches Academy Trust.



Check out our video:
Here

Interested? Here's how to apply:
Complete the online form here

The closing date for applications is:
Monday 16th November 2026 at 9am.

Interviews will be held:
Thursday 19th November 2026.

Person specification

	Essential	Desirable
Qualifications and training		• 3 GCSEs including Maths, English and a subject demonstrating practical aptitude. • First Aid and/or Health and Safety qualification. • Qualification related to the building trade.
Experience	• Has experience of maintenance, repair work and DIY.	• Experience working in an educational setting or other relevant environment. • Experience of working within the building trade. • Working knowledge of Health and Safety rules.
Personal qualities	• Good interpersonal skills along with the ability to communicate with people at different levels. • Effective team player. • Hardworking, committed, personable, cheerful, discreet and confident. • Good health and record of attendance.	• Stamina and capacity for physically demanding work.

Person specification

	Essential	Desirable
Skills	• Ability to undertake repairs to furniture, equipment and premises both internally and externally. • Full Driving Licence. • Confident in using IT systems and Microsoft Office applications to manage information, maintain records, and support effective communication. • Ability to communicate effectively with students, staff and visitors. • Physically fit, able to lift, carry and tackle tasks at height or in enclosed areas. • Ability to work unsupervised. • Prepared to work shift patterns, additional and/or unsociable hours as required to complete tasks. • Ability to respond flexibility as needs arise.	

Our investment in you

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do it's very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual wellbeing survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous non-contact time for staff

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



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The Marches School
Morda Road
Oswestry
Shropshire
SY11 2AR

T. 01691 664400
E. admin@mar.mmat.co.uk

marchesschool.co.uk SY11 2AR marchesschool