

Bridge Academy Trust

Job Description & Person Specification

Site & Premises Assistant

Job Title:	Site & Premises Assistant
Scale:	Scale 5, Points 8 – 11 – and Fringe allowance (Ongar team)
Responsible to:	Site Manager
Liaison for:	Staff, pupils, contractors and Trust Compliance and Estates Team

Job Purpose:	To support the site team at Bridge Academy Trust, with a primary base in the Ongar cluster, by undertaking a range of caretaking duties including security, maintenance, and ensuring safe and compliant school environments.
Duties & Responsibilities:	- Ensure safe access and egress at key times. - Maintain site safety and undertake immediate remedial actions. - necessary for example gritting, cordoning off loose paving. Advising Site Manager of issues. - Respond to requests from staff and colleagues, dealing with maintenance issues in a timely manner. - Identify and advise Site Manager of any repairs or maintenance work required. As instructed, carry out first line repairs and maintenance which are not beyond the scope and capability of the postholder, including plumbing work, redecoration as appropriate, plastering, carpentry, and glazing work. - Carry out compliance checks and support emergency procedures. - Support delivery handling and carrying out portorage duties, such as moving furniture and equipment around the site. - Maintain site cleanliness ensuring all areas within the site are free from litter and that all drains and gullies are free-flowing and clean. - Carry out routine procedures or checks on ancillary equipment. - Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage. - To act as a key holder, carrying out security procedures for the site and responding to calls outside normal working hours (on a rota basis). - Travel between Ongar sites as required.
General:	- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. - Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.



- Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.
- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Qualification in facilities management	D
Knowledge & Experience	Recent experience of working in a caretaking or maintenance role	E
	Knowledge of Health & Safety Regulations e.g. (COSHH, risk assessments)	E
	Experience with Fire safety Checks & emergency Procedures	D
	Understanding of cleaning standards & Methods	D
Skills and attributes	Basic DIY and maintenance skills.	E
	Ability to conduct routine maintenance checks	E
	Safe use of tools, equipment & Machinery	E
	Understanding of Building systems (heating, lighting, alarms)	E
	Full clean driving License	E
	Ability to manage workload across multiple sites	E
Personal qualities	Time management across various locations	E
	Ability to consult with staff & Contractors	E
	Clear verbal & written communication	E
	Strong communication and teamwork skills	E



Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated July 2026.