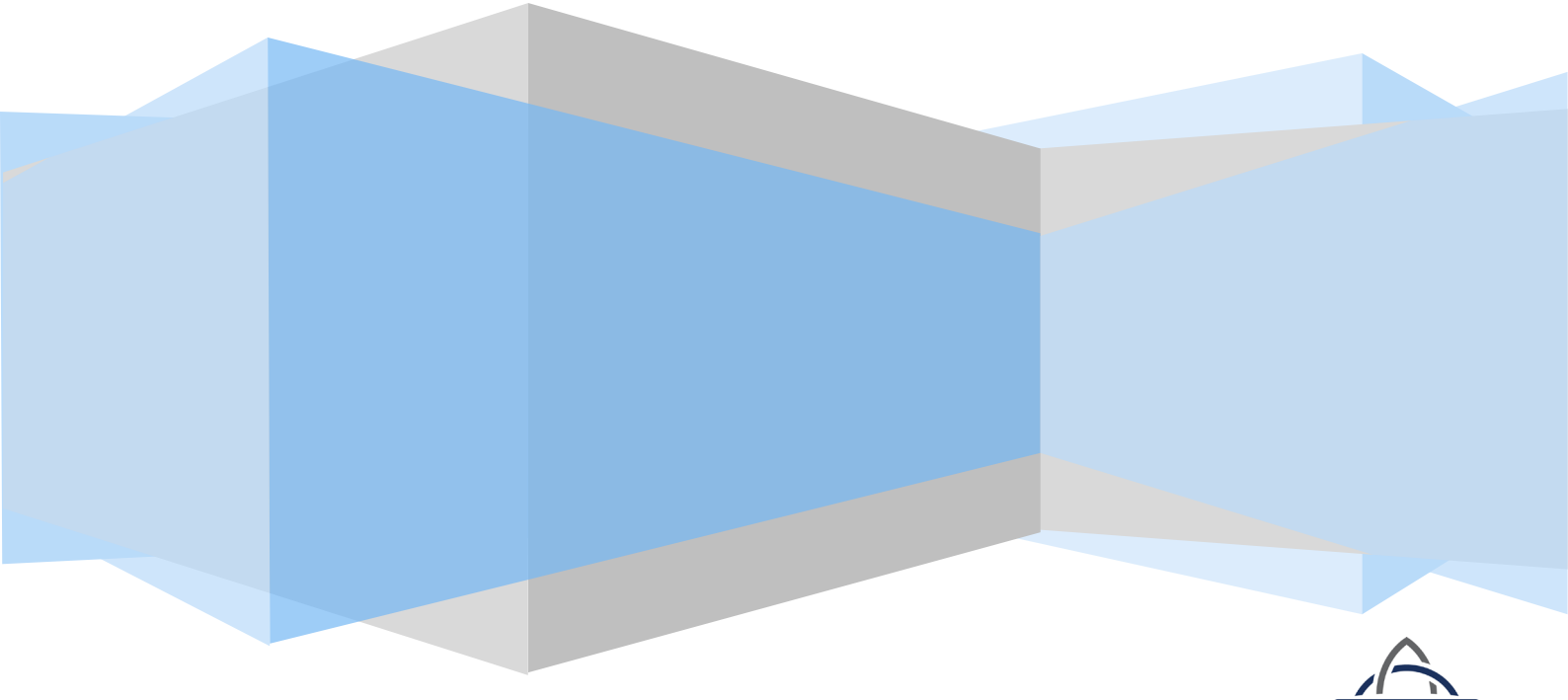
Parish C.E. Primary School, Part of Aquinas

http://www.parishceschool.com/ www.aquinastrust.org

Application Pack

Site Assistant

Required to start: ASAP



BUILDING LEARNING, FRIENDSHIPS AND FAITH

PARISH
CE Primary School

Site Assistant

Parish Church of England Primary School is looking to appoint a Site Assistant to join our dedicated premises team. This role includes responsibilities such as site locking and unlocking as a keyholder. Additionally, basic maintenance and repair tasks will be carried out. Ensuring the school maintains cleanliness, tidiness, and safety for weekend visitors, pupils, and staff will be a point of pride in this role.

Job purpose

- Assist the Site Manager in ensuring that the school site is maintained in a safe, clean and orderly condition.
- Undertake maintenance and repair work, following the direction of the Site Manager, and making sure that any repairs are properly and promptly carried out.
- Assist in such tasks as may be necessary for effective site management, including various porterage and lettings duties.
- Assist in ensuring strict adherence to all procedures including Health and Safety requirements and Control of Substances Hazardous to Health (COSHH) regulations.
- Assist As a keyholder to be responsible for the security of the school premises, including daily lock up and cover leave.

Our ideal candidate will:

- Have a flexible attitude.
- Good communication skills.
- Friendly and outgoing personality.
- Excellent team player.
- Good time management skills and the ability to prioritise tasks.
- Has experience of carrying out basic DIY tasks (Essential).
- Has multi-trade experience (Desirable).
- Able to follow and give clear instructions.
- Experience of a similar background is desirable but not essential.

In return, we offer:

- a commitment to your ongoing professional development through training, coaching and mentoring.
- a school in which the pupils are polite, enthusiastic and keen learners;
- a caring staff who are dedicated to learning and to supporting each other;
- a unique environment ranging from purpose-built classrooms to a Grade 2* listed mansion building, a forest school and a large school field.

Parish is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

PARISH CHURCH OF ENGLAND PRIMARY SCHOOL

Parish Church of England Primary School is a 3-form entry school, which is thought to be the oldest educational establishment in the London Borough of Bromley, dating back to a 1716 Charity Foundation.

In September 1986, the school transferred, along with the pupils and staff of St Mary's Church of England Primary School, to its current location - a renovated eighteenth century mansion known as Plaistow Lodge. This is a listed building, which stands in its own grounds in London Lane. This along with a new suite of 12 classrooms, a separate reception block, a gym and our field, enables us to provide a unique, exciting and fulfilling education for our pupils.

Our school is part of the Aquinas Multi Academy Trust. Formed in 2013, the Aquinas Trust aims to offer its learners an education where individuality is celebrated, talents are nurtured and progress is sustained from early years to A levels. With expertise shared across phases and every academy placing Christian values, scholarship and excellence at its heart, our academies strive to ensure every learner succeeds and fulfils their God-given potential. By sharing professional expertise, learning from each other, the Trust offers its learners an education without glass ceilings.

As a church school we endeavour to teach our children about the Christian faith through our Acts of Collective Worship and through the way we live and work together. God is at the heart of our school life as we focus on our core values of integrity, honesty, respect, generosity, trust and care.

At Parish we believe that is important that children receive a broad and enriching curriculum, which prepares them for the next phase of their education, and we continue to strive to achieve this. Whilst standards in Numeracy and Literacy are important, we encourage children to learn about the wider world through the International Primary Curriculum and enable them to enjoy a range of musical and sporting activities both during the day and through after school clubs. We value each and every talent and skill not just of the pupils but also of all of our staff, and we seek to nurture and develop every individual.

SCHOOL CONTACT DETAILS
Parish C.E. Primary School
London Lane,
Bromley,
Kent,
BR1 4HF

02084607336 / admin@parish.bromley.sch.uk

Head teacher: Mrs. Rachel Coleman

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **23rd November 2026 - 9am**

Visits to the school with prior arrangement via the school office are welcome.

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

INTERVIEWS

Candidates will be invited for interview.

- Interviews and task activities **to be confirmed**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinastrust.org. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

Parish Church of England Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

JOB DESCRIPTION

DETAILS

Grade: **Aquinas A4.1**
Contract: **Part time, Permanent**
Hours: **15 Hours per Week – Monday to Friday, 3hrs per day working pattern to be discussed at interview – 1 hour will consist of locking up & the other 2 hours will be flexible**
Weeks: **39 Weeks per Year**
Full Time Salary: **£27,305.00 p.a.**
Actual Salary: **£ 9,742.75 p.a.**
Reports to: **Site manager**

THE ROLE

Job purpose

- Assist the Site Manager in ensuring that the school site and grounds are maintained in a safe, clean and orderly condition.
- Undertake maintenance and repair work, following direction of the Site Manager, and making sure that any repairs are properly and promptly carried out.
- Assist in such tasks as may be necessary for effective site management, including various porterage and lettings duties.
- Assist in ensuring a strict adherence to all procedures including Health and Safety requirements and Control of Substances Hazardous to Health (COSHH) regulations.
- To be a key holder for the site and be available for call outs as and when circumstances require.

DUTIES AND RESPONSIBILITIES

Operational/Maintenance

- Establish and maintain good relationships with all students, parents/carers, colleagues, visitors, contractors and other professionals.
- Report any faulty equipment, damage or required maintenance within the school premises and grounds to the Site Manager.
- Liaise with the Site Manager regarding the maintenance, repair and replacement of equipment.
- Undertake repairs and maintenance tasks which are within the competence, including replacing locks, the unblocking of sinks, drains and toilets.
- Undertake remedial repairs, for example, boarding up broken windows.
- Liaise with contractors, suppliers and agencies, following the direction of the Site Manager, to ensure that other repairs and maintenance are carried out.
- Ensure the maintenance and operation of heating, lighting, ventilation, water supply, drainage and sanitation.
- Ensure that protective clothing is worn where necessary, and that all equipment is in sound working order.
- Provide safe access to the premise by clearing adequate paths during freezing weather using salt as necessary.
- Ensure that appropriate equipment, tools and materials are used.
- Monitor stock levels and advise the Site Manager of replenishment requirements.
- Undertake cleaning duties as required, including clearing body fluid and vomit as required.
- Ensure that hazardous/infectious solutions and materials, e.g. broken glass, are disposed of in accordance with agreed safe working practices, removing waste to designated areas.
- Assist in the building of furniture, the putting up of fencing and display boards, and the installation of equipment.

- Carry out inspections of firefighting equipment and report any defects.
- Undertake the removal of graffiti as required.
- Undertake the collection of litter from around the school site.
- Replace fluorescent tubes, diffusers, light bulbs and clean coverings as required.
- Assist in ensuring that appropriate signs and notices are displayed.
- Assist in ensuring drains and gullies are kept free flowing and clean.
- Remove snow and obstructions from entrances, steps and access pathways ensuring required levels of salt and other appropriate materials are maintained.
- Assist in ensuring emergency exits are kept clear and that fire equipment is correctly positioned and maintained.
- Assist in the annual inspection of electrical equipment.
- Report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Collect up personal possessions left by teachers or students and hand these to the Site Manager for safekeeping.
- Undertake seasonal duties as required, for example, painting and decorating to be completed during school holidays.
- Take meter readings as required.
- Supervise lettings, as directed by the Site Manager, ensuring that users' requirements are met and that security of the school buildings are maintained at all times.
- Act as a key holder, opening and locking up the school as required by the Site Manager ensuring that all security procedures are followed.

<u>Security</u>

- Assist in ensuring that internal and external security requirement are followed.
- The routine unlocking and locking of premises and grounds.
- Carrying out procedures in the event of fire, flood, breaking and entering, both during and out of premise normal hours.
- Help to prevent trespass in the premise and the grounds.
- Check that all latches and locks are in good working order.
- Make sure the premise/building contents are secure.
- Set the intruder alarm(s) daily maintaining timings and settings. Report any defects of same.

<u>Cleaning</u>

- Make sure the premises and furnishings are cleaned in accordance with the premise specification and approved standards (applicable to both the caretakers cleaning areas and the contractor's areas).
- Planning and organizing the work required.
- Make sure that all work undertaken is done efficiently and promptly.
- Make sure all external and hard play areas and paths are swept, tidy and litter free.
- Undertake the cleaning of drains, gullies and grease traps.
- Make sure any evidence of spilt body fluids is speedily removed in a safe and hygienic manner.
- Monitoring the cleaning of the contractors and report any defects.

<u>Heating</u>

- Operate the heating plant in order that the required temperatures are maintained and that an adequate supply of hot water is available.
- Carry out routine procedures on ancillary equipment, checking circulating pumps, fuses, time clocks and settings of the automatic controls.
- Make sure precautions have been taken to prevent frost damage.

- Make sure that the boiler house and adjacent areas are free from litter and combustible materials.

Porterage

- Assist in the moving and replacing of furniture and equipment as required.
- Receive, record and distribute deliveries following school policies and procedures.
- Replacement of toilet requisites.

General

- Work outside of normal school working hours as required for extended school activities, lettings, school events, and emergencies.
- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Aquinas Advisory Council.
- Carrying out day to day reasonable instructions of the Manager or Head of premise.
- Maintaining regular contact with the school office, catering, teaching staff and the Senior Leadership Team as appropriate.
- Making sure that the working practices are safe and in accordance with the Health and Safety at Work Act.
- Making sure that use and storage of chemicals is in accordance with COSHH.
- Ensure that refuse is stored appropriately and collected routinely.
- Participate in school emergencies as required, for example, assisting with evacuation procedures.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Retain confidentiality regarding all aspects of school life.
- Keep up to date with legislation and regulations including Health and Safety, and Control of Substances Hazardous to Health to Health (COSHH) developments and communicate relevant information to staff.
- Uphold the school's policy in respect of child protection and safeguarding matters.
- Be subject to all relevant statutory and institutional requirements.
- Any other duties commensurate with the grade and post.

TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

SITE ASSISTANT

	Essential	Desirable
Qualifications	• Has experience of carrying out basic DIY tasks. • Must hold a full driving licence.	• Multi trade experience. • Experience of cleaning, caretaking and maintenance activities.
Experience	• Experience of working within a team focused environment. • Excellent communication skills. • Be literate and numerate. • Effective time management. • Able to follow instructions. • Portray a professional image. • Ability to prioritise and able to effectively accommodate ad hoc demands to existing workload. • Able to effectively communicate with external contractors. • Ability to work well under pressure and exercise judgement when dealing with inquiries. • Able to work within a team and independently. • Flexibility and a 'can do 'attitude. • Ability to work in a fast-paced environment. • Is flexible and willing to adapt to the needs of the school and lettings.	• Experience of working in a similar setting.
Personal Attributes	• Possess a friendly and helpful demeanor. • Ability to concentrate even with frequent interruptions and unpredictable working pattern. • Be willing to undertake further training • Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.	

HEALTH & SAFETY FUNCTIONS

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	**X**
Working with children/vulnerable adults	**X**
Moving & handling operations	**X**
Occupational Driving	**X**
Lone Working	**X**
Working at height	**X**
Shift / night work	**X**
Working with hazardous substances	**X**
Using power tools	**X**
Exposure to noise and /or vibration	**X**
Food handling	
Exposure to blood /body fluids	**X**