

MEADOW HIGH SCHOOL
Job Description
Site Assistant

Reports to	Site Manager
Grade of post	Scale 3 + SSA
Hours	36 hours per week on a shift basis (52 weeks per year)
Location	Northwood Road (Harefield Village), adhoc travel to Royal Lane (Hillingdon) site
Purpose of the job	Provide a site management service to Meadow High School at Northwood Road site and Royal Lane site. Ensuring that the school sites are kept to the appropriate high standards, as directed by the Site Manager. To ensure that the school provides a clean, safe and secure environment for its pupils.

Main responsibilities and tasks

The day-to-day duties of the post holder will include the following;

General:

- Checking and replenishing toilet consumables (i.e. hand wash, toilet rolls, etc).
- Ensuring all consumables are re-stocked daily within staff rooms, toilets.
- Regular litter picking.
- Keeping classrooms stocked with hygiene products - tissues, hand sanitiser, soap etc.
- Ensuring that all school grounds are cleared and presentable.
- Emptying outdoor bins when necessary.
- Clearing up body fluids (i.e. vomit) and human biological and clinical waste.
- Setting up the school hall for lunch, assemblies and any other school events.
- Ensuring that the main hall is always clear and all tables and chairs securely stored.
- Keeping internal corridors and areas of the school clear and tidy.
- Preparing rooms for meetings.
- Assemble/ repair furniture/equipment.
- Keeping the bin storage area clean and tidy.
- Gardening, cutting lawn and ensuring that all green spaces are clear and upkept.
- Assisting with the loading and unloading minibuses/ school vehicles when required.
- Fuelling, keep all school minibuses/vehicles clean and road worthy clean and road.
- Carry daily, weekly, monthly and quarterly checks as directed by Site Manager.
- Ensuring that the reactive ticketing system is checked daily and jobs are completed.
- Reporting H&S issues and major repairs to the Site Manager.

Porterage:

- To act as a porter for deliveries, furniture removals, or any other lifting tasks required by the school.
- Ensuring that school buildings and grounds are always safe and secure.

Security:

- To alert the Site Manager/Deputy Site Manager to any risk to a breach of security.
- To patrol the site to check for hazards, damages and intruders.
- To accompany non-DBS checked contractors when required.
- Locking and unlocking all external doors at the beginning and end of the day.

- Ensuring that all school alarms are set and unset appropriately and as per school opening hours.
- Managing school alarms via an app outside of working hours when required.
- To be available for lettings during evenings and weekends when required - (this may be additional hours/pay if outside of contractual hours).

Site:

- Meet regularly with the Site Manager or Deputy Site Manager and advise on any maintenance or repair work necessary.
- To carry out minor maintenance and repairs as and when necessary.
- To ensure that playgrounds, paths and driveways are in a satisfactory condition.
- Snow clearing and gritting as and when required.
- Deal with the results of vandalism, advising the Site Manager on any necessary preventative measure or repair work.
- To remove graffiti where possible from all areas as required.
- Unblocking of toilets and drainage when required.
- General gardening including hedge trimming, flower bed maintenance, grass cut and weeding where required.
- General cleaning responsibilities, e.g. jet wash pathways/minibuses/car parks.
- Painting and decoration of internal and external surfaces.
- Assisting with school traffic and parking attendant duties where required.
- To take responsibility for the overall tidiness of the school site dealing with anything out of place promptly.

Training:

- To undertake training/attend courses as appropriate to carry out premises management duties in a safe and efficient manner.
- Proactively seeking for Personal Development when possible and liaise with school staff development plan

Lettings:

- Preparing the required accommodation in accordance with the letting's regulations.
- Supervising the security of the site for the duration of the letting.
- Securing the premises on the completion of the letting.
- Support out of hours lettings as and when required or as specified in the lettings rota.

Health and Safety:

- To ensure that Health & Safety are monitored at all times.
- Being the first point of contact for any issues arise and reporting them to the Site Manager.

Safeguarding:

- Promote the safeguarding of all pupils in the school.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing and recording concerns in a timely and accurate manner.

General:

- To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
- To undertake any other broadly similar duties as may be allocated from time to time.

To ensure that Meadow High School can provide suitable supervision and support for pupils, staff may occasionally be deployed to other locations which form part of the premises of the School, or elsewhere as may reasonably be required by the Headteacher of the School from time to time.

Date: May 2026

Signed & Agreed: _____ Date: ____/____/____

SLT Counter Signature: _____ Date: ____/____/____

Person specification Site Assistant

Essential

- Have sound experience in general maintenance and repairs.
- Ability to carry out the physical demands of the post, such as substantial walking, heavy lifting and moving items and equipment.
- Have a polite and approachable persona to get along with colleagues, children, governors, professionals and school visitors.
- Good interpersonal skills and the ability to work as a team member and to work with people at all levels.
- Being honest and trustworthy at all times.
- Have the ability to manage stress and daily demands.
- Hard working and conscientious.
- The post holder must be committed to the safeguarding and welfare of all pupils.
- Be able to take initiative to prioritise work on a daily basis.
- Ability to be flexible with working hours as we have a shift working pattern and the nature of the job can be unpredictable.
- Be able to start work at 5.45am and be available to lock up at 6.30pm.
- Be prepared to work weekends and/or late evenings – school events, lettings and emergencies.
- Ensure appropriate communication and regular feedback to the Site Manager.

Desirable

- Knowledge of health and safety regulations and the willingness to learn when necessary.
- Have a full and clean UK driving licence.
- Have experience working in schools, local authority or demonstrate transferrable skills from the private sector.
- To be willing to undertake additional projects outside of contracted hours.
- Have a basic knowledge of general plumbing, electrical and carpentry.

Qualifications & certification

- Hold certification or qualifications in plumbing, electrical – Desirable.
- Hold certification or qualification in Health and Safety – Desirable.
- GCSE or equivalent – Essential.
- College diploma/ NVQ qualifications in maintenance, H&S or similar – Desirable.

Continuous development

- Willingness to learn and gain additional certification and qualifications - Essential.
- Share ideas and proactively seeking better ways of working - Essential.