



UNITY
SCHOOLS TRUST

Candidate Pack Site Assistant

Location: **Staines-upon-Thames and Woking, Surrey**

Start date: **As soon as possible**



Excellence through
collaboration

Welcome from the CEO

Our vision is to be a community where, by working in partnership together, we are able to deliver the best possible opportunities and outcomes for all of our students. Our motto – Excellence through collaboration – encapsulates our belief that co-operation and teamwork enable us all to grow and develop into the best version of ourselves.

Excellence is realised in many ways, not least through the achievements of the students in our schools. However, it is also seen through the relentless focus of our staff on delivering the highest standards of teaching, learning and student support which enable those successes to be accomplished. As a learning community we believe that every day presents a new opportunity to gain fresh insight and understanding and to implement newly acquired knowledge and experience for the benefit of all.

Our curriculum model has been designed to encourage the development of confident, independent, learners with the skills and comprehension necessary to succeed in an increasingly competitive world. In conjunction with the extensive enrichment opportunities provided by the schools within the Trust our students are able to grow in maturity and understanding.

We are an outward facing Trust with strong links in our communities where we engage in partnership work with many of our feeder primary schools. We have a particular specialism in the promotion of science and scientific discovery and regularly support the production and delivery of the primary curriculum in this area.

I hope that you will find the information in this document helpful and informative but please do get in touch for further information. I look forward to the opportunity to speak with you directly about working with us.

Michael del Río
Chief Executive Officer



About Us

Unity Schools Trust is a Multi-Academy Trust formed in September 2015 by the partnership of The Magna Carta School and Bishop David Brown School. The Trust is currently responsible for the education of over 1800 children supported by more than 230 staff. Our schools are located in Staines-upon-Thames and Woking.

Ethos and Values

The stated objective of Unity Schools Trust is to achieve Excellence through collaboration. The Greek philosopher, Aristotle, believed that excellence came in both intellectual and moral forms. The Trust aims to instil a love of learning by the full engagement of all of its community- students and staff- in the process of acquiring and applying knowledge. Furthermore, the Trust seeks to promote the development of positive 'habits' through a wide range of character-building opportunities. When combined, we believe that these two elements support the development of the whole person enabling us to be the best version of ourselves. Our vision is to be an outstanding learning community where together we learn to know, to do, to be and to live together.

Our Objective

The Academy Trust's primary objective, as stated in its articles of association, is 'to advance for the public benefit education in the United Kingdom'. Unity Schools Trust is listed as a charitable company limited by guarantee at Companies House.

Partnerships

A significant part of the Trust's work is in the forging and development of partnerships with neighbouring schools. This includes primary liaison work and support for the provision of specialist subjects. The Trust's work in fulfilment of its objective through collaboration involves sharing people, sharing resources, sharing ideas and sharing progress.

Services

The Trust provides core support in a number of areas to all of its constituent academies including school improvement activities, finance, ICT, HR and operations.



Why join our team?

The recruitment and development of an exceptional staff team is a top priority for us across our Trust.

We are clear that our aim for students to flourish, be happy and make a positive difference in the world relies upon our ability to deliver the high standards that our community deserves. We are committed to investing in our team to ensure that they can also flourish professionally, enjoy coming to work and therefore make a real difference to the lives of the students in the communities we serve.

At Unity Schools Trust you will benefit from:

- Access to a wide range of learning and development opportunities
- Free use of the school gym at specified times
- Reduced gym membership at Eastwood Sports Centre
- Access to our Employee Assistance Programme
- Free on-site parking
- Free tea and coffee available in the staff room
- A two-week October half term
- Well-being weeks (but we are of course clear that wellbeing is a day-to-day experience too!)
- An additional allowance for running after-school enrichment activities
- Enrolment into the Teachers' Pension Scheme or Local Government Pension Scheme (Support Staff)

We offer bespoke guidance to our staff at all stages of their careers.



Job Description

Job Purpose

- Ensuring that the areas of operation for which I am responsible contribute to outcomes above expectations for the Trust. Working as part of a team to ensure that the Trust's premises, grounds and its contents are appropriately maintained, cleaned, secured and fit for purpose in line with all legislative requirements.
- Understanding, operating and developing the ethos of the school so that it remains a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Trust's activities and that this in turn ensures that everybody takes pride in all aspects of the Trust's work.

Key Responsibilities

- Working as a member of the Site Team ensuring that the schools are open, prepared and staffed for all activities and agreed lettings.
- Cleaning – to keep clean, or supervise the cleaning of, all areas of the school including emptying bins (including recycling), daily litter collection, liaising with refuse collectors and cleaning contractors and emergency cleaning during the school day.
- Portage – to deliver supplies and move items of furniture as directed and within an agreed timescale.
- Supplies – check supplies of products such as personal hygiene, paper and sundry items and replace as required.
- Maintenance – to undertake general maintenance (within capability and training), e.g. plumbing, heating and carpentry.
- Security – assist with, and where required have responsibility for, locking and unlocking of all areas of the site including regular setting of the alarm. There may be occasions where response is required to an alarm call-out in the absence of the Team Leaders.

Job Title: **Site Assistant**

Salary: **USTS 6 £25,111.99 - £29,165.69 p.a. (FTE - £29,190 - £33,902 p.a.)**

Working Pattern: Monday to Friday, 36 hours per week on a rotating shift pattern, 39 weeks per year (Term time plus 5 Inset days)

This role is based at both schools within the Trust, The Magna Carta School and the Bishop David Brown School.

Accountable To: CEO & Board of Trustees

Responsible To: Chief Operations Officer



Job Description continued

- Minibus – ensuring appropriate maintenance of transport and driving, as required.
- Health and Safety – to comply with regulations with respect to a school premises as directed, and relevant standards and legislation including safe access to buildings and classrooms in the event of snow or other emergency situations.
- Utilities – record utility usage where directed.
- Improvement Work – to assist or instigate an annual programme of minor maintenance and decoration that will include painting, removal of graffiti and termly inspections of the site
- Lettings – to provide supervision of lettings and assistance where required.
- Contractors – to provide supervision and assistance to external contractors as required.
- Record Keeping – maintain records on building systems and their use where appropriate.
- Ensure that any works undertaken are requested and agreed via your line manager and submitted on an approved purchase order.

Health and Safety

- Undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Know and comply with all aspects of Health and Safety relating to the premises and site (including heating, safety, fire precautions and site cleanliness) and promptly report any hazards.
- Assist with the precautions necessary to prevent fire or flood damage.
- Conduct regular patrols of premises during 'out of hours' periods – ensuring the security of the buildings, as required.
- Provide key holder cover during 'out of hours' lets/ events and Academy holidays, as required.
- Provide portering provision for members of staff.
- Challenge intruders.

Other Requirements

- Carry out any other duties as may be reasonably required by the CEO.
- With your Line Manager, take responsibility for personal professional development.
- Be aware of and adhere to all Trust and school policies and procedures.
- Maintain confidentiality at all times.
- Promote and safeguard the welfare of children and young people at the schools.



Person Specification



UNITY
SCHOOLS TRUST

Application Form – AF; Interview – I; R - References

Education and Qualifications	Essential	Desirable	How Assessed
GCSE or equivalent in English and Maths		✓	AF
Health and Safety and / or trade qualifications / practical training relevant to the role		✓	AF
Professional Experience and Knowledge			
Basic DIY / practical skills	✓		AF/I
Health and Safety awareness and an understanding of good practice	✓		AF/I
Knowledge of risk assessment based on site safety	✓		AF/I
Experience of maintaining records and recording information	✓		AF/I
Working in a directly relevant role in a school or similar environment		✓	AF/I
A craft such as plumbing, carpentry, joinery or electrical work		✓	AF/I
Skills, Knowledge and Aptitude			
Ability to manage time effectively and prioritise work	✓		AF/I
Ability to follow instructions accurately to complete a task	✓		AF/I
Ability to analyse tasks and establish how they may be best achieved	✓		AF/I
Flexible approach to work	✓		AF/I
Ability to communicate effectively in writing and verbally	✓		AF/I
Good level of attention to detail	✓		AF/I
Ability to work collaboratively and effectively within a team environment	✓		AF//R
Ability to work independently and show initiative	✓		AF/I
Ability to work under pressure and meet deadlines	✓		AF/I
Basic IT skills		✓	AF/I
Personal Qualities			
Professional approach to work	✓		AF//R
A commitment to safeguarding, diversity and equality	✓		AF/I
A commitment to own personal and professional development	✓		AF/I
Full clean driving license		✓	AF
Demonstrable experience of supporting and developing the professional practice of colleagues		✓	AF//R

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We would encourage to submit an early application.

Unity Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS and barred list check. The School is an equal opportunities employer.

**Closing Date:
20 February 2026**



Chief Executive Officer: Mr M del Rio MTH, BScEcon (Jt Hons), PGCE, NPQH
Unity Schools Trust, Thorpe Road, Staines-Upon-Thames, Surrey TW18 3HJ
E: office@unityschools.co.uk www.unityschoolstrust.co.uk

Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company no. 07692130
The registered office is at Unity Schools Trust, Thorpe Road, Staines-upon-Thames, Surrey TW18 3HJ