



Job Description – Site Assistant

This job description does not form part of any employee's terms and conditions of employment and is not intended to have any contractual effect. As with all posts, the Principal will reserve the right to vary the precise responsibilities should the need change and opportunities arise.

Job Title: Site Assistant

Required: ASAP

Hours of Work: 36 hours per week, 52 weeks per year (3-way shift pattern)

Annual Salary: From Point 2 – Point 6 (£28,221 - £29,856 per annum)

Job purpose

Under the direction of the Premises Manager/Deputy Premises Manager, to assist in ensuring the Academy site and facilities are maintained, secure, safe and clean (buildings, grounds, landscape and facilities).

Pre-Employment Checks (for successful candidate)

- Completion of a satisfactory Disclosure and Barring Service (DBS) check;
- A qualifications check;
- At least two satisfactory references. One must be from your current, or most recent employer (for school based candidates, one **must** be from the head teacher);
- Online searches for shortlisted candidates (as advised by Keeping Children Safe in Education 2025);
- A medical questionnaire.

Main duties and responsibilities

The following tasks are not exhaustive but serve as an indication of what the role encompasses.

- To assist in the planned and ad hoc maintenance and upkeep of the premises, the buildings, their non-curricular contents and the grounds.
- To undertake the direct repair of fabric, services and fittings within recognised competence levels, including painting, lock repairs and replacement, equipment repairs, glazing safety repairs and general holding repairs; collecting materials from suppliers to facilitate repairs.
- Under the direction of the Premises/Deputy Premises Manager, conducting health & safety monitoring and compliance checks, and taking appropriate action where necessary to ensure premises are fit for purpose and safe. This covers basic health & safety principles such as making safe doors etc, but also applies to: ensuring the maintenance of fire and other safety equipment of first aid and emergency equipment; ensuring the safe storage of any potentially harmful materials; ensuring that there is appropriate and effective signposting; performing basic tasks in accordance with the academy's legionella, gas safety policies etc.
- Opening up and locking up the school premises; to undertake site checks and ensure that the building is kept secure at all times.
- Performing stock takes; cataloguing equipment (asset tagging) and assisting in the creation and maintenance of a school asset register.
- As directed and guided by the Premises/Deputy Premises Manager, to conduct tasks identified in maintaining a programme of Planned Preventative Maintenance in relation to mechanical, electrical, building and grounds maintenance, portage; to ensure the movement of furniture, supplies, etc., where required.
- Dealing with staff and contractor enquiries; facilitating access to the site by authorised persons.
- Facilitating the lettings operation and dealing with relevant enquiries.
- To ensure that the grounds, including the grass, beds and general areas are maintained to a high standard
- Line-marking for pitches, tracks etc.
- Installing benching, fencing and other similar constructions.
- Emergency cleaning and litter picking.
- To attend training in order to be able to competently carry out the above duties.

- To work on own initiative, particularly during school holiday periods and in emergencies, taking all necessary action to ensure the security and maintenance of the premises/site; to provide appropriate information to line management and other school staff as required.

General duties and responsibilities

- Notwithstanding the detail in this job description, the post holder will undertake such work as may be determined by the Principal and/or Board of Directors from time to time, up to or at a level consistent with the Main Responsibilities of the job.
- To keep the Premises Manager and other relevant Senior staff fully informed of all matters that they are involved in and initiatives they undertake
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days
- To take an active role in own professional development in line with performance management objectives
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Trust's professional code of conduct for staff and quality standards for all staff including smart dress code
- To actively promote the achievement of a smoke free Trust.
- To actively support Trust Initiatives.

Person specification for working at Langdon Academy

Langdon Academy seeks to appoint staff who will have the following proven qualities, or the potential to develop them. At interview, candidates will have the opportunity to demonstrate or give an account of these attributes.

- The energy, dynamism and stamina to contribute fully to the life of a busy aspirational inner city school;
- Capacity for industry and initiative in both independent work and as part of a team of colleagues;
- Profound and continuing interest in supporting the needs of all students;
- Empathy with students across the age and ability range;
- Awareness and understanding of matters relating to the personal, social, health and emotional development of students at Langdon Academy;
- General knowledge of child protection issues and good practice, particularly relating to professional obligations on safeguarding the welfare of each child and avoiding guarantees of confidentiality in any disclosure;
- Capacity to deal sensitively with problems raised by students, in line with Langdon's pastoral policies and sanctions system, working in partnership with Langdon's designated pastoral leaders and SLT;
- Ability to create an effective rapport and a sound relationship with students, earning their respect and trust, but maintaining proper professional boundaries;
- Willingness and ability to liaise effectively and professionally between students, staff and parents when required, making accurate records of these exchanges;
- Patience and thoughtfulness to see any issues that may arise with students, parents or colleagues from a variety of perspectives;
- The ability to de-escalate difficult situations using different strategies, in line with school policies;
- Retain a sense of perspective and, on occasion, the invaluable ability to laugh at oneself.