



## Site Assistant

## Recruitment Information

Find us on:



**Facebook:** Search "The Emmbrook School"



**Twitter:** @Emmbrookschool



**Instagram:** @TheEmmbrookschool



**Website:** [www.emmbrook.wokingham.sch.uk](http://www.emmbrook.wokingham.sch.uk)



**LinkedIn:** Search "The Emmbrook School"



## Site Assistant (Full-time 37 hours a week + 2hrs flexi-time)

Immediate start

We are seeking to appoint a well organised, highly motivated and proactive person to take on the role of Site Assistant. You should have a sense of pride and eagerness to achieve high quality work and be enthusiastic in creating and maintaining a safe and happy environment for pupils, staff and visitors.

The successful applicant will be someone who can use their own initiative as well as being part of a supportive team and show commitment, drive and passion.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (October 2023) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to [vacancies@emmbrook.wokingham.sch.uk](mailto:vacancies@emmbrook.wokingham.sch.uk) to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

**Closing date for applications: 9am on Thursday 9<sup>th</sup> May** (although we reserve the right to interview candidates ahead of the closing date).





## Site Assistant

### Job Description

<b>Job Title</b>	Site Assistant
<b>Salary</b>	Grade 2 Scp 3 - 4 Actual salary £22,737 - £23,114 + flexi allowance
<b>Hours of Work</b>	37 hours per week + 2hrs flexi-time

**Job Purpose** To maintain the school buildings and grounds to a high standard.

### Line Management

Responsible to: Premises & Facilities Manager

*The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.*

*This job description may be subject to review, after consultation, at the request of the Headteacher.*

**Date of Publication** April 2024





## Main Duties & Responsibilities

### General Duties

To ensure the grounds are presentable and remain litter free at all times e.g. litter bins are emptied regularly, driveways swept.  
 Dealing with deliveries and distributing goods as required.  
 Setting up rooms for productions, assemblies and examinations.  
 If required, assist with unlocking and locking the school site. Secure the site after lettings (schedule to be agreed with Premises & Facilities Manager).  
 Deal with contractors on site as directed by Premises & Facilities Manager by ensuring contractor signs in and undertakes work in a safe manner.  
 To be aware of Health and Safety issues around the school grounds and resolve any staff concerns in conjunction with Premises & Facilities Manager.  
 To assist the Premises & Facilities Manager by carrying out general handyman duties as required (training provided).  
 To report any problems/incidents to the Premises & Facilities Manager.  
 To collect and assemble waste for collection, including recycling.  
 To ensure all toilet and kitchen areas are adequately stocked.  
 To carry out emergency cleaning if needed.  
 To take weekly meter readings  
 To retain confidentiality about all aspects of school life.

Any other duties required by the line manager that reasonably fall within the purview of the post which may be allocated.





## Site Assistant

### Person Specification

#### **Knowledge/Qualifications:**

To understand Health and Safety guidelines.  
To be able to understand equipment instructions.

#### **Skills/Abilities:**

Ability to communicate with service users and outside contractors if applicable  
Ability to prioritise work using own initiative  
Good communication skills and interpersonal skills

#### **Experience:**

DIY skills would be an advantage

#### **Personal Qualities:**

Competent, flexible and motivated individual with a strong commitment to the role and pride in the appearance of the school.