



GOSDEN HOUSE SCHOOL

Site Assistant Job Description

This Job Profile recognises the requirements of the current Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governors of the School

Reports to: Site Manager

Salary: PS4, 52 weeks, 26 days holiday a year + bank holidays

Working hours: 36 hours per week. Actual hours may vary according to school needs and will be managed by the Site Manager. There is an opportunity for over-time and various out of hours ad hoc duties relating to the premises may be required.

Job Purpose

To assist the Site Manager (SM), in supporting the management and development of the school site and grounds and ensure the site and buildings are maintained to an appropriate standard. To be responsible for a high level of maintenance of the buildings and site and to ensure cost effective use of resources.

This will include assistance with addressing all other aspects of the site management to ensure that the premises are fit for purpose and meet the requirements of health and safety legislation and the curriculum.

The post holder will be required to have significant practical skills with a 'hands on' approach as a significant proportion of their time will be involved in practical site activities.

Duties and Responsibilities:

Work with the Site Manager to monitor the condition of site buildings and grounds to ensure that appropriate standards are achieved and maintained including:

- Carrying out or arranging effective repairs and improvements to the school premises.
- Grounds maintenance and grass-cutting
- Carrying out testing under the supervision of the Site Manager
- Driving School minibuses as required
- Ensure that arrangements are in place to ensure that there will be an appropriate and timely response to emergency callouts as necessary and that all emergency repairs are alerted and completed.
- Ensure that the school is properly prepared for use during inclement weather.



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- To manage the maintenance of the school minibuses.
- General portering duties and safe moving of equipment around the School.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and all other stakeholders of the school.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other school stakeholders.
- To support and contribute to the School's commitment to 'Every Child Matters,' enabling children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- To contribute to whole School events as and when required.
- To cover the Site Manager when absent.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Therefore, there is the expectation that you carry out any other reasonable duties or requests of the Site Manager, that are in keeping with this post or as may be determined from time to time by the Site Manager.

12.3.2026