



# Working at Lawrence Sheriff School



**SITE ASSISTANT**

# SITE ASSISTANT

Permanent – Full time

**37 hours per week, 52 weeks per year, Monday to Friday, rotating shifts between 7 am and 6 pm  
Occasional evening and weekend work may be required**

**Scale E (Points 5 – 6): £25,583 - £25,989 per year, pay award pending**

**Required from April 2026**

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*'This school is a truly special place. Pupils flourish here' Ofsted March 2022.*

Is your perception that, as a boys' grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys' grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking to appoint a Site Assistant to assist with managing the academy premises and site to ensure the health, safety and security of all pupils, staff, parents, Trustees and stakeholders, including contractors and visitors to the site.

They will undertake routine maintenance, security, health and safety checks, and respond to emergencies relating to the site as necessary, and provide an effective provision of caretaking and site maintenance routines such as room layouts, excessive litter clearance etc.

The successful candidate will have the ability to work independently and also collaboratively. They will have excellent inter-personal skills to liaise with all stakeholders and to facilitate the use of school facilities by community and commercial users.

For further information please contact the Personnel department: Tel: 01788 843700, Email: [recruitment@lawrencesheriffschool.com](mailto:recruitment@lawrencesheriffschool.com)

Closing date for applications:

**09.00 am on Tuesday 14 April 2026**

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.  
The successful applicant will be required to undertake an Enhanced DBS check.*



# SITE ASSISTANT JOB DESCRIPTION

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**Line Manager:** Operations Manager

**Salary:** Scale E, points 5 - 6 (£13.26 - £13.47 per hour; £25,583 - £25,989 FTE per annum); pay award pending

**Hours of work:** 37 hours per week, Monday to Friday for 52 weeks per year; rotating shifts between 7 am and 6 pm  
Occasional evening and weekend work may be required

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## **Post Objectives**

Assist with managing the academy premises and site to ensure the health, safety and security of all pupils, staff, parents, Trustees and stakeholders, including contractors and visitors to the site.

Maintain the internal and external fabric of the school premises as a safe and secure working environment, liaising daily with the Site Supervisor and Operations Manager on all aspects of looking after the site.

Undertake routine maintenance, security, health and safety checks, and respond to emergencies relating to the site as necessary, and provide an effective provision of caretaking and site maintenance routines such as room layouts, excessive litter clearance etc.

Liaise with all stakeholders to facilitate the use of school facilities by community and commercial users.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

## **Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

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## 1. Responsibilities

### Maintenance

- Ensure the site is maintained and fit for purpose
- Ensure drains and gullies are inspected and are free flowing and clean, dealing with blockages as necessary
- Carry out frost and snow precaution procedures
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage
- Help to provide emergency access in the event of snow or minor flooding or similar emergency situations
- Ensure all outside areas are maintained, and are free from litter, fallen leaves etc., and bins are emptied regularly
- Operate heating plant to maintain certain temperatures and ensure adequate supplies of hot water
- Carry out minor maintenance and repair works as instructed
- Reporting items, repairs and maintenance work that is required
- Reporting required repairs and maintenance work that is beyond the capabilities of school site staff
- Check for and report damage as appropriate
- Direct (and supervise if necessary) contractors to sites of maintenance and repair work
- Inspect work of contractors where required
- Ensure caretaking equipment is in a safe working condition
- Undertake occasional painting (of doors/small areas etc.)

### Security

- Carrying out security procedures for the school and grounds
- Routine and non-routine opening and closing and security of premises and grounds
- Carry out routine weekly fire alarm checks
- Report any alarm activations or faults
- Action and report any instances of trespass and/or unauthorised parking on the premises

### Stock

- Receive deliveries of stock, materials etc., and ensure appropriate storage
- Help to ensure an adequate supply of fuel, light bulbs and janitorial equipment and materials are available, placing orders as necessary

### Other

- Move equipment and resources as required
- Mark hard play areas as required
- Assist the Site Supervisor in undertaking any other activities as required
- Covering the Site Supervisor in their absence
- Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site



## General

- Attend required meetings and training sessions
  - Support safeguarding and child protection measures and promote the welfare of students
  - Follow school policies, practices and procedures
  - Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
2. Complete all tasks to the highest possible standard
  3. Be punctual and discreet
  4. Work on own initiative
  5. Report any issues or incidents to your appropriate supervisor
  6. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
  7. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

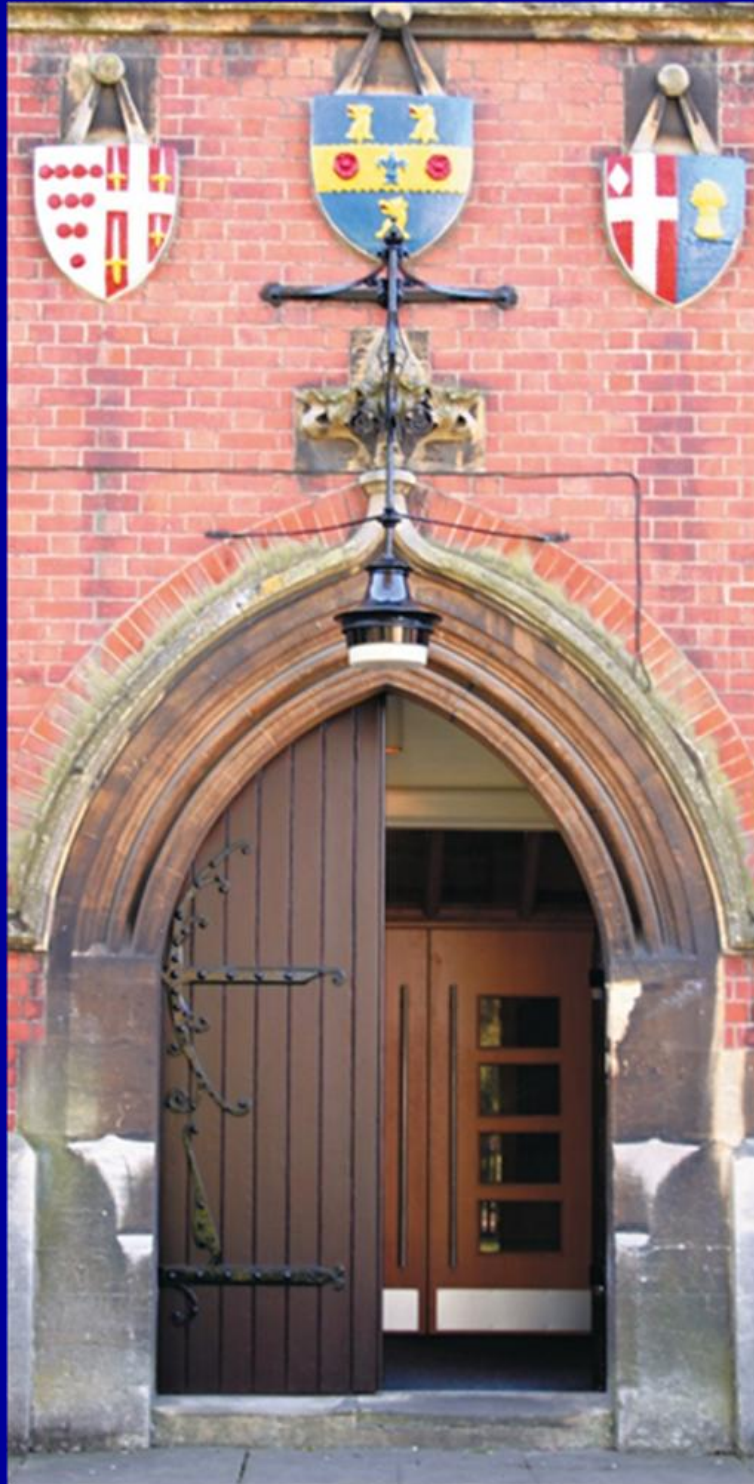
The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges and is suitable for someone looking to develop their career within a busy school environment.



## SITE ASSISTANT PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>		Any relevant work-related qualification
<b>Experience</b>	<p>Able to carry out procedures, routines, and follow instructions</p> <p>Able to operate machinery and tools and undertake basic maintenance tasks</p> <p>Have a knowledge of maintenance skills (e.g. plumbing, electrical, glazing, woodwork)</p> <p>Able to understand basic administrative systems (e.g. ordering, maintenance systems, stock control etc)</p> <p>Able to solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, accidents, fire evacuations etc.)</p>	<p>Previous experience in caretaking or a related field would be an advantage</p> <p>Awareness of Health &amp; Safety at Work and COSHH guidelines</p> <p>Able to understand the structure and ethos of the school, and to be able to work with and alongside staff and students</p>
<b>Skills and Aptitudes</b>	<p>Literacy skills to complete forms and orders, write instructions, and understand written instruction and guidance</p> <p>Numeracy skills to check goods, carry out stock control etc</p> <p>Able to work on own initiative and be proactive</p>	PC literate – e.g. basic knowledge of using e-mail systems
<b>Personal Qualities</b>	<p>Occasional flexibility in working hours as and when required</p> <p>Maintains confidentiality at all times</p>	





**Lawrence Sheriff School opens doors  
for both students and staff.**

**Why not join us?**



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