



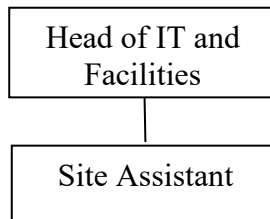
Job Description

Job Title: Site Assistant

Grade: OAT Grade 2

Reports to: Head of IT and Facilities

Organisation Chart:
Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: 0

No. of indirect reports: 0

Job Purpose:

To support the daytime cleaning of the Academy building and general site duties including maintenance and deliveries, ensuring the school building remains safe, clean and welcoming for students, staff and visitors.

Main Duties & Responsibilities:

Site

- To assist other members of the site team with general site duties including minor repairs and maintenance tasks.
- To support with the set up and take down requirements for events such as exams and assemblies.
- To receive and check deliveries, ensuring that items are signed for and distributed as necessary.
- To be a designated key holder and open up/lock up the Academy building where required. Carry out site checks and ensure areas are secure.
- Support lettings or contractors on site as directed.
- Work as part of the wider site team to ensure a high standard of service.

Cleaning

- To carry out regular daytime cleaning of high traffic areas e.g. toilets, dining areas and corridors as required.
- To undertake cleaning duties which may including dusting, emptying bins, sweeping, vacuuming, scrubbing and toilet cleaning.
- To respond promptly to spillages, accidents and emergency cleaning requests.
- To monitor and replenish cleaning supplies e.g. soap, toilet rolls and paper towels. To inform manager of any stock requirements.
- To maintain hygiene standards in line with Academy policies and Health & Safety regulations.
- To store all equipment and chemicals and ensure they are used in a safe and appropriate manner.
- To work with the cleaning staff employed by the academy's cleaning contractor to ensure cleaning operations run smoothly.
- Maintain accurate cleaning records.

DATE: May
2026

**COMPLETED
BY:**

Head of IT and Facilities