



Site Assistant

Heathside School

Weybridge, Surrey, KT13 8UZ

Starting July 2026

5 days per week – 36 hrs
Full Time, Perm

Working Pattern Mon to Friday 10:00am-6:00pm
Salary Grade ELM5 FTE £27,634- £29,604

We are looking to appoint a Site Assistant to assist our busy Site Team in ensuring the school environment is clean, well maintained, safe and secure at all times.

The successful applicant will enjoy working in a busy school environment and will be self-motivated, reliable and hardworking. Core responsibilities include, event setup, moving furniture and equipment, carrying out general maintenance and cleaning tasks, and opening and closing the site whilst ensuring the school premises remain safe and secure. Candidates must possess a full, clean driving licence.

Candidates should:

- Have practical maintenance, caretaking or site management experience, preferably within a school or similar environment.
- Be confident in carrying out a range of minor repairs, maintenance tasks and basic DIY duties.
- Have the ability to prioritise workloads and respond effectively to urgent maintenance issues and changing daily demands.
- Demonstrate a strong awareness of health and safety requirements and site security procedures.
- Show excellent attention to detail and take pride in maintaining high standards across the school site.
- Be reliable, punctual and able to work independently as well as collaboratively within a team.
- Demonstrate strong problem-solving skills and the ability to use initiative when dealing with unexpected situations.
- Be physically capable of undertaking manual handling tasks, including moving furniture and equipment.
- Be flexible in their approach to work and willing to support school events and lettings outside normal working hours when required.
- Be prepared to go the extra mile to ensure a safe, welcoming and well-maintained environment for the whole school community.
- Have basic IT skills for completing records, reporting maintenance issues and communicating effectively with colleagues.

Every Child Every Day Trust offers:

- Outstanding Local Government Pension Scheme, featuring generous employer contributions
- Comprehensive benefits package, including Cycle to Work scheme and access to exclusive staff discounts
- Free on-site parking for added convenience
- Exceptional support and career progression opportunities
- Priority school admissions for staff children: (after two years of permanent employment, in line with our admissions policy)

Applications will be considered as they are received, we reserve the right to make an appointment prior to the closing date

Closing date: Friday June 19th 2026 by 9am

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.

