



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

Academic Year 2025/2026

Dear Colleague

ASSISTANT SITE SUPERVISOR

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your practice and career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

We reserve the right to interview early for this post should a suitable candidate apply

I look forward to hearing from you.

Yours sincerely

J.E. Rebbitt
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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ASSISTANT SITE SUPERVISOR

Scale G7 - £20,784 per annum, including night-shift allowance

Saturdays: 8.00am to 5.00pm

AND

2 Days (mid-week): 5.00pm to 10.00pm (10 hours per week)

Mid-week working days to be agreed at appointment, fixed between Monday to Thursday

Full-time (52-weeks per year)

Annual Leave Entitlement: 15 days per annum rising after 5 years' service and then increasing at long service intervals of 10, 25 and 35 years. If Harrow LA continuous service applies, annual leave entitlements will be honoured.

Responsible to:

Site Manager or School Business Manager.

Job Description

We are seeking a dedicated, reliable, punctual and organised Saturday Site Supervisor who will work independently to supervise hirers and attendees using the school facilities.

The post holder will play a vital and essential role in supporting lettings and maintaining a safe, secure, and well-managed site. This includes opening and closing the school, securing all exits, and ensuring compliance with site procedures during Saturday hours (8:00am to 5:00pm).

The successful candidate will be responsible for ensuring that hirers only access the areas they have booked, including the opening and securing of classrooms and restricted areas used by staff and students.

This role offers an excellent opportunity for an individual with strong communication and organisational skills, attention to detail, and the ability to work independently while supporting colleagues and management. The position is ideal for someone who can deliver high-quality customer service to hirers, parents, visitors and staff, contributing positively to a vibrant school

Security & Site Management

- Have responsibility for master keys and ensure the site is opened and closed at designated times.
- Ensure the school is secure, free from intruders, and that all alarms are set appropriately.
- Respond to alarm activations and emergency call-outs as required.
- Carry out regular site patrols and report any safeguarding, security, or health & safety concerns.
- Ensure all lights, electrical fittings, windows and equipment are switched off when not in use.
- Promote efficient use of utilities (gas, electricity, water) across the school site.

Lettings & Community Use

- Prepare the school site for private and community hirers outside normal school hours.
- Act as the primary contact for lettings users during hire periods (including Saturdays).
- Ensure facilities are safe, ready for use, and restored to the required standard after use.
- Monitor hirer compliance with school policies and report any issues or damage.

CCTV Monitoring

- Monitor CCTV systems in line with school policies and GDPR requirements.
- Download and provide CCTV footage when requested and authorised.
- Report faults and ensure systems are maintained in good working order.



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Maintenance & Repairs

- Undertake general maintenance, repairs, painting, and decorating across the school.
- Repair and maintain school furniture, fixtures, fittings, and equipment in good working order.
- Ensure electrical fixtures and sockets are safe and operational.
- Respond promptly to maintenance issues and escalate where specialist support is required.

Contractor Management

- Monitor and provide site access to contractors.
- Ensure contractors comply with health & safety procedures, including Permit to Work systems and method statements.
- Monitor the quality of contractor/s work while on site.

Cleaning & Site Standards

- Assist in monitoring cleaning contractors and ensure high standards of cleanliness are maintained.
- Ensure toilets and associated areas are clean, hygienic, and fully stocked at all times.
- Monitor and clean designated areas during the school day and holidays.
- Maintain external areas including litter picking, sweeping, and general upkeep.
- Ensure safe access to pathways and driveways, particularly during adverse weather conditions.
- Promptly clean and clear spillages, including bodily fluids, in line with health & safety procedures.

Porterage & Event Support

- Carry out porterage duties including moving furniture, equipment, and deliveries as required.
- Support the setup and breakdown of rooms for exams, parents' evenings, school events, and lettings.
- Attend open evenings and school events, assisting with supervision and site management.

Equipment & Vehicles

- Carry out routine checks.

Health & Safety & Compliance

- Act as a Fire Marshal and support emergency evacuation procedures.
- Be trained in first aid and provide support where required.
- Maintain awareness of COSHH regulations and safe handling of hazardous materials.
- Ensure compliance with the Health & Safety at Work Act 1974 and school policies.
- Report all hazards, incidents, and health & safety concerns promptly.
- Uphold and promote the school's health & safety policies and procedures at all times.

General Duties

- Attend relevant training and development as required.
- Maintain a clean, safe, and welcoming environment across the school site.
- Undertake any other duties commensurate with the role as directed by the Site Manager or School Business Manager.
- Undertake such other duties commensurate with the post.

The job description is subject to amendment and will be reviewed from time to time and modified in the light of the changing needs of the school. The post holder will be required to undertake additional duties as required by the Headteacher or School Business Manager commensurate with the post.



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PERSON SPECIFICATION

Experience

The following would be an advantage but is not essential:

- Experience caring for the cleanliness and fabric of a building and the safety and welfare of the users.
- Experience in undertaking DIY tasks, including skills in carpentry, painting and decorating and plumbing.

Attitude, Knowledge and Skills

The postholder will have the ability to:

- Understand the importance of health and safety, have a good working knowledge of health and safety at work and comply with Health and Safety at Work Act 1974
- Plan, prioritise and work well under pressure, using time effectively and showing initiative.
- Work as part of a team and independently, commit to a high level of performance with good attention to detail
- Have good interpersonal skills and represent the school in the best possible light, communicating effectively, clearly and professionally at all times, both verbally and in writing, with good literacy and numeracy skills
- Have good computer skills including the use of e-mail, the internet, MS Word processing and simple Excel knowledge.
- Be flexible and positive, helpful and tactful, develop good relationships and demonstrate a "can-do" attitude
- Be hard working, energetic and enthusiastic, honest, practical, versatile and reliable with excellent punctuality and attendance
- Be able to maintain confidentiality at all times.
- Have an interest in their own personal development, willing to undergo training and development
- Have a commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- Be committed to the principles and practice of safeguarding all young people

Training that may be necessary when in post

- Emergency First Aid at Work
- Health & Safety Courses
- Fire Safety Awareness Training
- Fire Marshall & Fire Drills
- Working at Height including Genie Lift
- Legionnaire Awareness Training
- Load Handling
- School Security and Emergency Call Out
- Recycling and Refuse
- Safeguarding Children
- IOSH (Institution of Occupational Safety and Health)
- COSHH (Control of Substance Hazardous to Health)

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