



**Orion  
Education**

Site Assistant



**Improving  
Outcomes  
Transforming Lives  
Enabling Social Mobility**

# Welcome from the CEO

*Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2025 than we were four years ago.*



**Simon Garrill**  
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

*Simon*

# Our Four Critical Questions

**Why do  
we exist?**

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

**How do we  
behave?**

**What do  
we do?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

Through a clear backbone, strong culture, academic rigour and smart systems.

**How do we  
succeed?**

## Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

## Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

## Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

## Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

## Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

## CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

## Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.

## Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

## Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

## SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

## Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

## Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

# The Orion Backbone

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

## Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

### Secondary Schools



**Orion  
Eden Park**

11 - 18



**Orion  
Spires**

11 - 16



**Orion  
Coopers**

11 - 18



The  
Ravensbourne  
School

11 - 18

### Primary Schools



**Orion  
Blenheim**

4 - 11



**Orion  
Mead Road**

4 - 7



**Orion  
Ravensworth**

4 - 11



**Orion  
Scotts Park**

4 - 11

## Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

### Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

### We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

### In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

## Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

### Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

### Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

## Why work for us

### Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

### Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

### Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

### Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

## About The Role

### Site Assistant

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will also be completed. As an employer and provider of education, Orion Education is fully committed to equality and to valuing diversity.

This role is responsible for managing the estates and facilities services across a cluster of Trust schools, ensuring compliance safety, security, maintenance, and overall operational efficiency of all buildings and grounds.

The postholder will oversee site security, health and safety compliance, contractor management, lettings, minor repairs, cleaning standards, and the general upkeep of school premises, while providing practical support such as portering, vehicle checks, and responding to emergencies.

Working on a shift pattern, they will ensure high standards are maintained for pupils, staff, and visitors, support other Trust schools when required, and uphold the Trust's values, policies, and commitment to safeguarding.



## Job Description

<b>Job Title</b>	Site Assistant
<b>Closing Date</b>	31 May 2026 11:59 PM Interviews: 8 June 2026
<b>Salary</b>	NJC Scale 5 Points 11 - 15 (FTE Salary £32,068.00 – £33,985.00 per annum)
<b>Contract Type</b>	Full Time, Permanent
<b>Working Pattern</b>	36 hours per week, 52 weeks per year
<b>Working Hours</b>	6:00 AM – 10:00 PM (shift pattern)
<b>Location</b>	Multi-Site role covering across Orion Ravensbourne and Orion Blenheim Schools
<b>Reporting To</b>	Cluster Site Manager

## Job Purpose

To manage the estates and facilities services of a cluster of Trust schools ensuring compliance safety and a high standard in all areas of the school for pupils, staff and visitors.

### Key Responsibilities

Main Duties and Responsibilities	Details
	<p><b>Security of the Premises</b></p> <ul style="list-style-type: none"><li>• To ensure that the premises are unlocked and locked daily at the times specified by the Principal.</li><li>• To ensure that all fences and borders are secure and undamaged at all times.</li><li>• To ensure that intruder and fire alarm systems are working and report any issues to their line manager</li><li>• To set and test the alarms and deal with any defects.</li><li>• To prevent trespass on school premises and grounds.</li><li>• To prevent unauthorised parking of vehicles.</li><li>• To ensure that all lock catches are in good working order.</li><li>• To respond to any out-of-hours emergency situation which may arise at the school.</li></ul>

### **Health and Safety**

- Manage and monitor site activities and physical progress of work for site safety.
- Attend Health and Safety training as required.
- To ensure Health and Safety policies are always adhered to by staff, pupils, visitors and contractors.
- To ensure that contractors follow health and safety procedures as detailed in the contract specification and that any deviation is dealt with promptly.
- To ensure all cleaning chemicals are stored in accordance with COSHH regulations.
- To carry out regular inspections of handheld firefighting equipment and report any missing or used appliances to the Site Lead
- To be aware of the fire evacuation policy and lockdown policy.
- To ensure that clear passage is maintained on fire escape routes.
- To ensure the provision of safe access to the premises by clearing adequate paths and ensuring the use of salt during freezing winter weather.
- To make safe any hazards and ensure the area is cordoned off as necessary.

### **Management of Contractors**

- To ensure that a skilled and disciplined workforce is employed by all the contractors and that safe systems of work are applied.
- To monitor the work of contractors and ensure that their work is carried out to a satisfactory standard.

### **Maintenance of the Premises**

- To carry out inspection of all premises and plant-related matters as per iAM Compliant and to report any issues to the Site Manager.
- To use iAM Compliant to report defects and decide on how work should be prioritised.
- To ensure that heating, lighting, water, drainage and sanitation on site are operating and maintained appropriately.
- To read and monitor all meters e.g. gas, electricity, water in the school and log on iAM Compliant, reporting findings to the Site Lead.
- To be on call and carry out procedures in the event of fire, breaking and entering, accident or major damage.
- To carry out minor or temporary repairs on a regular basis as required.
- To undertake painting jobs as required.
- To carry out minor DIY jobs.
- To keep flat roofs and gutters free of moss and other debris.
- To ensure that high standards of cleaning are maintained at all times.
- To pick up litter and be responsible for the removal of all debris from inside and outside areas.
- To ensure that all refuse is disposed of appropriately.

### **Lettings**

- To ensure that the buildings and equipment are available for groups hiring the school buildings as required.
- To ensure the buildings are supervised and security is maintained through any lettings.
- To ensure any damage reported by hirers is dealt with in a timely manner and costs incurred and reported to the Site Lead.

### **Trust/ School Vehicles**

- To undertake checks on the minibuses where possible.

- To collect and return the Trust minibus.
- To drive Trust vehicles as required.

#### **Porterage**

- To take delivery of goods and store/distribute them as appropriate.
- To ensure adequate supplies of site materials are available as required.
- To ensure that site/grounds/ cleaning equipment is in safe and working condition.
- To ensure the routine and non-routine moving and setting out of furniture and equipment, as directed, including furniture for assemblies, lettings, meetings and pupil tests.

#### **Miscellaneous**

- To observe the Trust's Code of Conduct and be polite and punctual
- To undertake any other duties as required by the Head of Estates, the Health, Safety and Compliance Manager, the Headteacher, or the Office Manager.
- To provide support to other schools within the Trust when required.
- To be computer literate to include Word, Excel, E-mail and Internet with the Trust Acceptable User policy.
- To attend training as required, including annual KCISE training.
- On occasion, you may be asked to support another cluster of schools within the Trust.

### **As part of ORION EDUCATION, you are responsible for:**

- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the Trust's Safeguarding/Child Protection policies
- To be aware of and comply with all Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- To adhere to the Trust's Dress Code
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate

# Person Specification

## Skills, Capabilities and Experience

Area	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE Level or equivalent, including English and Maths</li> </ul>		Application
<b>Experience</b>	<ul style="list-style-type: none"> <li></li> </ul>		Application Interview
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Competent use of Outlook e-mail, internet, Word and Excel.</li> <li>Knowledge of Health and Safety</li> <li>Flexible and Self-motivated</li> <li>Proactive and able to use own initiative</li> <li>Good practical DIY skills</li> <li>Attention to detail</li> <li>Clean Driving Licence</li> <li>Calm under pressure</li> <li>Able to work effectively with others</li> <li>Willingness to uphold the ethos and policies of the school and Trust</li> </ul>		Application  Interview
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Values driven</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal and negotiation skills with the ability to build rapport and good working relationships with others</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> </ul>		Application  Interview  References

Area	Essential	Desirable	Method of Assessment
	<ul style="list-style-type: none"> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to safeguarding</li> <li>• Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students</li> <li>• Commitment to the full life of the academy</li> <li>• Willing to participate in ongoing professional development</li> </ul>		

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## Orion Education

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