



Valentines High School

A career with passion,
heart and soul

#myvalentinescareer

Site Assistant Candidate Information Pack



“Staff feel incredibly valued and well supported, and the majority are proud to work at the school.

They are confident that leaders manage workload fairly”

OFSTED 2026





In Harmony – Achieving Excellence

We have an exciting opportunity to appoint a Site Assistant who will support the day-to-day running, safety and maintenance of the school site, helping to ensure our buildings and facilities are clean, safe, secure and well maintained.

Valentines High School is a highly successful mixed comprehensive school, holding Leading-Edge status. In March 2026, Ofsted recognised our school as excellent, with the majority of aspects being identified as **exceptional**. Public examination results are excellent. Valentines is renowned for its high standards of pupil behaviour and its orderly learning environment. The school is centrally located in the London Borough of Redbridge, with excellent transport links to both central and outer London.

We are looking for a reliable, practical and hardworking Site Assistant to join our school site team. The successful candidate will be practical, proactive and takes pride in their work. They will have good attention to detail with a can-do attitude.

The school provides a supportive environment along with excellent professional development opportunities.

Closing date: Monday 28th September 2026, 9:00am

Job Description

Job title: Site Assistant

Grade: LBR2, Starting salary £28,617 per annum

Reports to: Site Manager

Supervisory Responsibilities: None

Job Purpose

The Site Assistant supports the safe, clean, compliant, and well-maintained operation of the school site. Working under the Site Manager, the role involves daily duties across buildings, grounds, maintenance, Health & Safety, and compliance.

The postholder takes ownership of assigned responsibilities, completes tasks to a high standard, and accurately records all work using the school's 'I Am Compliant' system.

Key Purpose

Opening, Closing & Security

- * Open or secure the building and site at the start or end of the shift in line with the agreed schedule
- * Carry out the opening and closing checks for all areas — recording findings on the daily checklist
- * Manage access points, gates, and site security in line with school protocols
- * Report any security concerns, damage, or unauthorised access to the Site Manager immediately

Daily Site Standards & Grounds

- * Carry out the full daily task schedule for the shift — tasks are mandatory, not discretionary
- * Inspect all internal and external areas, including grounds, outdoor spaces, car parks, and paths
- * Keep all access routes — pathways, entrances, emergency exits, fire assembly points, and car parks — clear and unobstructed at all times; this is a non-negotiable safety requirement
- * Litter-pick and maintain outdoor areas to a clean, presentable standard every shift
- * Sweep, mop, and tidy internal communal areas as allocated in the daily schedule
- * Identify and rectify defects, hazards, graffiti, or damage promptly.
- * Ensure waste and recycling collections are managed correctly and areas kept tidy

'I Am Compliant' - Helpdesk & Statutory Tasks

- * Complete and record tasks within the school's 'I Am Compliant' system. All work must be logged and updated within the system.
- * Complete all statutory tasks allocated by the Site Manager at the required frequency — e.g. fire door checks, water temperature monitoring, legionella flushing, emergency lighting tests
- * Record all completed statutory tasks in 'I Am Compliant' on the day of completion — no backdating or backlogs
- * Update all assigned helpdesk tickets with progress notes and mark complete on the day the work is finished
- * Respond to assigned helpdesk tickets within the agreed response timeframes
- * Do not leave tickets open or unresolved without communicating the reason to the Site Manager on the same day
- * Escalate any failed, incomplete, or overdue compliance checks to the Site Manager immediately

Health, Safety & Compliance Support

- * Maintain the school's premises risk assessments — reviewing, updating, and flagging for annual sign-off in line with the review schedule agreed with the Site Manager
- * Ensure risk assessments reflect current site conditions — raising any changes, new hazards, or concerns with the Site Manager promptly
- * Maintain accurate records for all accidents and incidents occurring on the site — completing entries on the day of the incident and passing documentation to the Site Manager without delay

Responsibilities

- Complete remedial actions arising from statutory inspections (e.g. fire risk assessment, electrical inspection, playground inspection) within the timescales specified and record completion in 'I Am Compliant'
- Support fire drills — assisting with procedures, checking areas, and recording outcomes as directed
- Report any new hazards, near-misses, or potential risks to the Site Manager immediately

Contractor Management Support

- * Meet and induct contractors arriving on site — ensuring they sign in, receive the school's site induction, and are briefed on emergency procedures before commencing work
- * Supervise contractors on site as directed by the Site Manager — monitoring their activity and ensuring they remain within their agreed work area
- * Ensure contractors sign out on departure and that any works, issues, or incomplete items are reported to the Site Manager
- * Maintain a record of contractor visits in 'I Am Compliant' or the agreed contractor log
- * Report any concerns about contractor behaviour, work quality, or site safety to the Site Manager immediately

Shift Handover

- Complete a clear written handover before the end of the early shift (by 13:15), recording any key issues, concerns, incidents or other relevant information that the late shift needs to be aware of, including any matters requiring immediate attention or follow-up.
- At the start of the late shift, review the handover and take appropriate action on any issues or matters requiring attention.
- Attend and actively contribute to the daily Site Team briefing during the shift overlap period (11:00–11:30), when on duty.
- Ensure that any urgent or significant issues are communicated directly to the Site Manager and are not left solely within the written handover.

General Maintenance & Support

- Carry out minor maintenance, repairs, and painting as directed by the Site Manager and within competence
- Set up and clear down furniture and equipment for events, exams, and lettings as required
- Support out-of-hours school events and lettings as part of an agreed rota
- Assist with deliveries, setting-up and moving equipment around the site
- Carry out any other reasonable duties commensurate with the grade as directed by the Site Manager or School Finance and Business Manager

This job description will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification

Assessment Criteria	Essential	Desirable	Evidence Interview (I) Application (A) Reference (R)
Previous experience in a premises, caretaking, or facilities role		*	A / I / R
Ability to follow a structured daily task schedule reliably and independently	*		A / I / R
Experience of using a helpdesk, ticketing, or digital compliance system such as 'I Am Compliant'		*	A / I / R
Basic maintenance skills (painting, minor repairs, furniture assembly)	*		A / I / R
Understanding of health and safety responsibilities and safe working practices	*		A / I
Ability to maintain records accurately — risk as-sessments, accident logs, contractor visits	*		A / I
Experience of supporting contractor management or site inductions		*	I
Experience working in a school or education setting		*	A / R
Ability to work unsupervised during early or late shifts and self-manage workload	*		A / I
Good written communication — able to complete handover notes and Health & Safety records clearly	*		I / R
Reliable, punctual, and professional — particularly given early start requirements	*		R
Positive approach to feedback and willingness to meet new standards	*		R

The Site Team at Valentines

Valentines High School is a secondary school and sixth form located in Ilford. The school operates across a single site comprising seven buildings, ranging from the original school building, constructed circa 1927, to the more modern Sixth Form building.

The Site Team is an integral part of the school community and plays an important role in ensuring that our buildings, facilities and grounds are safe, secure, well maintained and provide a welcoming environment for students, staff and visitors.

The team consists of the Site Manager and two Site Assistants. It is a well-established and experienced team with a broad range of practical and technical skills. Working together, the team takes pride in maintaining the school to a high standard and ensuring that the site operates safely and effectively each day.

The work of the Site Team is varied and includes day-to-day repairs and maintenance, site security, health and safety checks, risk assessments, monitoring equipment and facilities, supporting contractors and contributing to school improvement and development projects.

Led by the Site Manager, the team manages a comprehensive programme of planned and preventative maintenance and helps to ensure that statutory inspections, testing and compliance requirements are completed within the required timescales.

The Site Team work closely with colleagues across the school and also plays an important role in supporting school events, lettings and extra-curricular activities, including those taking place outside the normal school day.

We are committed to continually strengthening and developing safeguarding practices across the school.

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



“Leaders are approachable and responsive to staff concerns, which contributes to a positive and collaborative working culture.”

OFSTED 2026



Valentines High School

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