



Mossbourne  
Federation

# Site Assistant – Job Description

## August 2025

Date last reviewed on:	15/08/2025
Date to be revised on:	



<b>POSITION</b>	Site Assistant
<b>SALARY</b>	Spine Point A1 – A6 + NLW
<b>START DATE</b>	ASAP
<b>HOURS</b>	37.5 hours per week
<b>FULL TIME EQUIVALENT</b>	Full time, 52 weeks
<b>CONTRACT TYPE</b>	Permanent
<b>RESPONSIBLE TO</b>	Senior Site Manager
<b>LOCATION</b>	Mossbourne Fobbing Academy
<b>KEY WORKING RELATIONSHIPS</b>	Head of Group Ops, Principal, SLT, Teachers, Federation Site Teams

## BACKGROUND

Mossbourne is the realisation of Sir Clive Bourne’s dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation’s calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of seven academies: Mossbourne Community Academy (MCA), Mossbourne Fobbing Academy (MFA), secondary and sixth form, Mossbourne Victoria Park Academy (MVPA), Mossbourne Port Side Academy (MPSA) secondary, Mossbourne Parkside Academy (MPA), Mossbourne Riverside Academy (MRA), Mossbourne Herd Lane Academy (MHLA) primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian, and other minority ethnic descent. Injustice, discrimination, and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

### Mossbourne Fobbing Academy (MFA)

Having joined the Mossbourne Federation in January 2025, Mossbourne Fobbing Academy (MFA) is on track to become a beacon of educational excellence both in Thurrock and across the country. Indeed, in 2024-25 our GCSE and A Level students attained outcomes which broke academy records, revolutionised opportunities, and signalled a step-change in what our students achieve.

We are changing the face of education in Thurrock and raising the bar in educational expectations; if you want to be part of that journey then read on.

MFA is a school with a rich history of excellent academic, artistic and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff. Everything we do is built on having extremely high expectations of our students and the conviction that teaching and learning, and safeguarding, come first. We expect the highest standards of behaviour so that students can focus on learning in an environment that supports them to feel, and be, safe. This means our teachers plan carefully, and with expertise, and are able to focus on teaching lessons of the highest standard so students acquire the knowledge, character and qualifications to unlock aspirational pathways.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. Our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh’s Award, offer experiences that broaden horizons and enrich lives.



We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. MFA students leave ready to make their mark on the world.

If you want to be part of the team that is improving the life chances of our students, then read on

## **JOB SUMMARY**

The Site Assistant will be responsible for carrying out a range of duties in relation to the buildings and site operation. You will be expected to ensure the buildings and grounds are safe, clean, and welcoming for all pupils, staff, parents, contractors, and visitors.

The post holder is expected to provide a first-class service in maintaining the premises, security, heating, lighting, plant equipment and health and safety within the grounds as well as general site services.

The Site Assistant will report directly to the Senior Site Manager and will be required to carry out ad hoc duties as instructed by the Principal of the School (or their representative).

This will be a peripatetic role and the postholder may be expected to share their expertise across all the sites and provide cover as and when required, to ensure all the academies across the Federation receive the best possible service. The postholder will be expected to work some evenings and weekend shifts.

## **MAIN DUTIES & RESPONSIBILITIES**

The post holders' key responsibilities are, but not limited to:

### **General Duties**

- Manage daily work schedules planned by the Federation's ticketing system and the compliance system
- Carry out proactive and reactive site maintenance, achieving high standards in line with the Federation's expectations.
- Supervise contractors to ensure they perform to the standard laid down in the scopes of works / specification and abide by risk assessments
- Ensure sites are safely managed in accordance with the Federation's Health & Safety policy.
- Work in collaboration with the outsourced cleaning and catering teams to ensure their environment is safe
- Assist Site Manager with arranging quotes and putting requisitions on the finance system in line with Finance policy.
- Ensure safeguarding policies are adhered to and that all site visitors and contractors have signed in and are accompanied at all times in accordance with the federation's single central record and lanyard system

### **Premises Maintenance**

- Support the Site Manager in ensuring all planned preventative maintenance checks are carried out
- Carry out daily site checks and act accordingly for system failure
- Maintain the external grounds, ensuring they are kept clean and tidy which includes regular litter picking and emptying of bins
- Support the Site Manager in maintaining the fabric of the buildings, decorations of the interior, exterior and premises related services.
- Mitigate the risk of pest and vermin infestation across the site.
- Undertake minor repairs to fixtures and fittings (excluding electrical equipment)
- Ensure hygiene materials are readily available.

### **Security**



- Responsible for the opening and closing of the buildings including all appropriate gates, windows, doors and fire escapes
- Liaise with emergency services as required
- Assist in the management of internal mail and parcel courier duties as required by the school.
- Provide general site supervision including the prevention of trespassers.
- Responsible for handover of site to lettings company

### Health and Safety

- To ensure that all staff/students adhere to the Federation's health and safety policies including fire safety and Standard Operating procedures (SOPs).
- Supervising the site, including contracted works being undertaken, ensuring that health and safety regulations and safe working practices are being adhered to.
- Carry out regular safety inspections of site ground, buildings, plant, and equipment.
- Support the Site Manager with all health and safety and compliance matters
- Assist with minibus maintenance and statutory requirements to ensure the school has a safe and reliable student transport service
- Assist site manager with monitoring the site risk audit tool to ensure site H&S issues are logged, risk managed and planned for

### Other duties

The postholder may be required to undertake other duties appropriate to the grading of the post as directed by their line manager. The postholder may also be required to provide duties that are specific to a particular Academy. During adverse weather conditions and emergencies, the post holder will be required to support the Federation in ensuring all sites can be safely opened for all staff and pupils.

**The post holder must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.**

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		App Form	Task	Interview
Experience & Skills				
E	Relevant experience in a similar position			
E	Ability to carry out manual handling tasks, i.e., lifting, climbing, and moving of items			
D	Experience of building and premises maintenance			
D	Basic First Aid training and qualification			
E	Strong verbal and written communication skills, able to communicate effectively			
E	Ability to organise and prioritise tasks effectively			
D	Ability to work autonomously using own initiative			
E	Ability to work well under pressure			
E	Ability to carry out a wide range of minor repairs			



<b>D</b>	Knowledge of Health and safety			
<b>E</b>	Ability to work to tight deadlines and meet agreed targets			
<b>E</b>	Good interpersonal skills to promote good working relationships with all stakeholders			
<b>Qualifications</b>				
<b>E</b>	Minimum of GCSEs in English and maths			
<b>IT knowledge</b>				
<b>D</b>	Knowledge of the main requirements of health and safety legislation and good practice relevant to the post including Fire safety regulations			
<b>D</b>	Knowledge of basic site maintenance and good practices in building services			
<b>D</b>	Competent in the use of ICT including Microsoft tools (Inc. Office, Word, and Excel) ticketing systems and compliance management system			
<b>Behavioural Competencies</b>				
<b>E</b>	Honesty and integrity			
<b>E</b>	Reliability			
<b>E</b>	Ability to demonstrate a flexible and “can do” attitude to work			
<b>E</b>	A commitment to equal opportunities			
<b>D</b>	A commitment to continuing professional development			
<b>Applicable to all staff</b>				
<b>E</b>	Undertake training as required to fulfil the requirements of the role	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Support Mossbourne through your actions & attitude, adjusting performance and practice in accordance with Federation initiatives and directives.	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Recognise your role as part of the success of Mossbourne.	<b>X</b>	<b>X</b>	<b>X</b>
<b>E</b>	Play an active role in the safeguarding of all students and adults.	<b>X</b>	<b>X</b>	<b>X</b>

***Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.***

***The document is not a comprehensive list; it simply outlines the expectations of this role.***

***This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***