



Site Assistant

Recruitment Information for Candidates

Application Deadline – 16 September 2026 (Midnight)





Dear Applicant,

Thank you for your interest in joining The FitzWimarc Academy Trust and for considering a career at FitzWimarc School.

We are extremely proud of our excellent reputation, not only within the town of Rayleigh but across Essex. At the heart of our success is a commitment to traditional values, where a caring and supportive environment is combined with high standards and a shared ambition to help every individual achieve their very best.

As a member of our staff, you would be joining a school community that is passionate about learning and committed to ensuring that every student develops the skills, knowledge and confidence needed for lifelong success. We believe in a balanced and inclusive curriculum that promotes excellence across academic, sporting and cultural opportunities, while maintaining a strong emphasis on the literacy and numeracy skills that underpin future achievement.

At FitzWimarc School, we have the highest expectations of both students and staff. We value every individual and recognise that success takes many forms. Whether supporting students to secure a hard-earned pass or helping them achieve the highest grades, we are dedicated to ensuring that every young person is encouraged, challenged and celebrated.

We are seeking talented, dedicated and enthusiastic professionals who share our commitment to educational excellence and who are inspired by the opportunity to make a genuine difference to the lives of young people. In return, we offer a welcoming and supportive environment where professional development is encouraged and where colleagues work collaboratively to achieve the best outcomes for students.

A modern education at FitzWimarc prepares young people to be thoughtful, responsible and resilient members of society. Our staff play a vital role in nurturing these qualities and in helping students understand their place within local, national and global communities.

Thank you for considering a career with us. We hope the information contained within this recruitment pack provides you with a clear understanding of our values, aspirations and opportunities. We look forward to receiving your application and learning more about the skills, experience and enthusiasm you could bring to our school community.

Mr R. Harris

Headteacher



The School Aims

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

The School Ethos

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	Site Assistant
Contract Type:	Permanent
Contract Term:	Full-time
Salary Range:	Scale 2, Points 4-5
Closing Date:	16 September 2026 (midnight)
Start Date:	ASAP
Positions Available:	1
Interview Date:	w/c 21 September 2026 (or sooner for suitable applicants)

We are looking to appoint an enthusiastic, reliable and hardworking individual to join our successful Site Team and help maintain a safe, secure and welcoming environment for students, staff and visitors.

The successful candidate will need to demonstrate flexibility, initiative and a strong commitment to ensuring that the school site, buildings and grounds are maintained to a high standard. Duties will include carrying out routine maintenance, health and safety checks, setting up rooms and equipment, and supporting the day-to-day operational needs of the school.

The successful candidate will have good practical skills, a proactive approach to problem-solving and the ability to work effectively both independently and as part of a team. Strong organisational and communication skills are essential, along with a commitment to providing excellent service to the school community.

The FitzWimarc School is a heavily over-subscribed 11-18 mixed comprehensive school with an excellent reputation in the local area due to pupil achievements, the school's ethos, and its commitment to serving and supporting the wider community. We are proud of our well-maintained facilities and are seeking a dedicated Site Assistant to help ensure our learning environment continues to meet the highest standards.

Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment



Job Title	Site Assistant
Grade/Salary	Scale 2, Points 4-5 £25,185 - £25,583
Hours	37 hours per week, 52 weeks a year including holiday allowance Working Pattern – 2pm – 10pm
Date Required	ASAP
Closing Date	16 September 2026 (Midnight)
Interview Date	w/c 21 September 2026
Reporting To	Site Manager

To support the safe, secure and efficient operation of the school site by undertaking a range of caretaking, maintenance, security, cleaning and facilities support duties. To help provide a safe, clean and welcoming environment for students, staff, visitors and the wider school community.

Main Duties and Responsibilities

Security

- Act as a keyholder for the school site, carrying out routine and non-routine opening and closing procedures.
- Lock and unlock buildings, gates and designated areas in accordance with school procedures.
- Operate and respond to security and alarm systems as required.
- Carry out regular security checks of the buildings and grounds and report concerns promptly to the Site Manager.
- Assist in maintaining site security and challenge/report unauthorised access in accordance with school procedures.
- Provide access to the premises during emergencies or adverse weather conditions where required.
- Liaise with contractors, visitors and external agencies whilst on site and advise the Site Manager of their presence.
- Assist with lettings and ensure facilities are available and secure before and after use.

Caretaking and Maintenance

- Undertake routine maintenance tasks including basic repairs, painting, decorating and minor DIY work.
- Identify and report building defects, hazards or maintenance requirements to the Site Manager.
- Assist with the operation and monitoring of heating, lighting, water and other building systems.
- Carry out frost protection procedures and other seasonal site maintenance duties.
- Ensure caretaking tools, equipment and machinery are maintained in a safe working condition.
- Undertake routine inspections and checks on plant, equipment and designated areas of the site.
- Assist with statutory checks, testing and compliance monitoring as directed.
- Carry out school procedures in the event of fire, flood, break-in, accident or significant damage.
- Move, assemble and arrange furniture and equipment for examinations, parents' evenings, performances and other school events.



- Receive, check and distribute deliveries, stores, materials and equipment.
- Assist with waste management and recycling procedures across the site.

Site Standards and Cleaning

- Regularly replenish consumable supplies including toilet rolls, paper towels, soap and hygiene products.
- Monitor cleaning standards throughout the site and report deficiencies to the Site Manager and cleaning contractor where appropriate.
- Ensure external areas are free from litter and that drains, gullies and pathways remain clear and safe.
- Carry out emergency and ad hoc cleaning duties, including the safe cleaning and sanitisation of spillages, bodily fluid incidents and other unforeseen hygiene issues, to maintain site safety and cleanliness between scheduled visits from the contracted cleaning provider.
- Assist in maintaining a safe and welcoming environment for pupils, staff and visitors.

Grounds Maintenance

- Undertake basic grounds maintenance duties including litter picking, sweeping, leaf clearance and maintaining external walkways and entrances.
- Assist with snow and ice clearance and gritting during adverse weather conditions.
- Report any issues relating to fencing, gates, pathways or external areas.

Lettings and School Events

- Support school lettings, including evenings and weekends on a rota basis.
- Prepare facilities for community use, examinations, open evenings, performances and other events.
- Ensure facilities are left clean, secure and ready for normal school use following lettings or events.

Administrative Duties

- Monitor and update the site maintenance helpdesk system (Every) and site team email accounts.
- Maintain basic records relating to maintenance requests, statutory checks and site inspections.
- Assist in monitoring contractor attendance and service delivery against agreed contracts.

General

- Comply with all school policies and procedures, including Health and Safety, Safeguarding, GDPR and Equal Opportunities requirements.
- Work in accordance with relevant legislation, codes of practice and school procedures.
- Participate in training and professional development activities appropriate to the role.
- Be prepared to provide cover for colleagues during periods of absence as required.
- Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably requested by the Headteacher, Site Manager or Senior Leadership Team.
- Contribute to the school's commitment to safeguarding and promoting the welfare of children and young people.



Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email sgould@fitzwimarc.com
- Complete the application form as fully as possible. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible)
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

Equal Opportunities

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.



We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.

[Privacy Notice | The FitzWimarc School](#)



PERSON SPECIFICATION	
Category	Essential
Application	- Well completed application form - Supportive reference/s - Suitability to work with children.
Qualifications	Good general standard of education
Experience	- Experience of carrying out basic maintenance, repair or DIY tasks. - Experience of working as part of a team. - Experience of following health and safety procedures. - Experience of working in a customer-focused environment. - Ability to maintain a safe, clean and secure environment.
Professional Development	- Willingness to undertake training relevant to the role, including Health and Safety, Safeguarding and First Aid. - Willingness to undertake training relating to site security, compliance and building maintenance. - Commitment to continuous professional development.
Skills	- Ability to maintain accurate records and complete routine administrative tasks. - Ability to organise workload effectively and prioritise tasks. - Ability to undertake a range of minor maintenance and repair duties. - Ability to work independently and use initiative when required. - Ability to move furniture and equipment safely.
Special Knowledge	- Understanding of Health and Safety requirements in the workplace. - Awareness of site security procedures and responsibilities. - Ability to understand and implement school policies and procedures. - Understanding of the importance of safeguarding within a school environment.
Personal Attributes	- Reliable, trustworthy and punctual. - Flexible approach to working hours and duties. - Hardworking and self-motivated. - Ability to work effectively as part of a team and contribute positively to the school community. - Ability to build positive working relationships with staff, students, visitors and contractors. - Calm and effective under pressure, including during emergencies. - Resourceful and proactive in identifying and resolving issues. - Able to listen and act on instructions accurately. - Strong commitment to maintaining high standards across the school site.
Category	Desirable
Special Knowledge	- Previous experience working in a school, college or educational setting. - Experience of keyholding responsibilities and operating security/alarm systems. - Experience of building maintenance, caretaking or facilities management. - Experience of supporting lettings and community use of facilities. - Experience of monitoring contractors and external service providers. - Experience of using maintenance reporting systems such as Every.