

Ridgeway Academy
Herns Lane, Welwyn Garden City
Hertfordshire AL7 2AF
Tel: 01707 351350



Site Assistant

Pay scale: H3 (SCP 5 – 6) £25,583 - £25,989

Hours: 37 hours per week, covering hours from 7.00am until 7.00pm Full Time
(Part time/term time only considered)

Ridgeway Academy is part of the **Ambition Education Trust (AET)**. The Ambition Education Trust (AET) consists of ten schools in Hertfordshire; three primary, one nursery and infants', one juniors and five secondary. Our Trust launched in September 2024 following the amalgamation of two established Multi Academy Trusts (MATs), Alban Academies Trust and Atlas Multi Academy Trust. As a member of the AET, we are able to maximise opportunities for rewarding careers and opportunities for personal and professional development throughout our wider organization.

We have an exciting opportunity for a dedicated and enthusiastic individual to join our talented support staff team. The Site Assistant will improve and maintain the school site to provide a safe environment for users of the school buildings and grounds.

We can offer you:

- A supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment
- Salary plus auto-enrolment onto LGPS (Local Government Pension Scheme). Employee contribution between 5.5% to 6.5%, employer contribution of 21.65%
- 24 days annual leave + Bank Holidays

We are looking for individuals who:

- Have excellent organisational and interpersonal skills
- Share and deliver our vision to be an outstanding school
- Are adaptable and willing to learn
- Work hard, are enthusiastic and self-motivated

Ridgeway Academy is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply. Ridgeway Academy is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check, satisfactory references and medical clearance.

Applications are via mynewterm <https://www.mynewterm.com/> if you have any queries, please contact the HR Officer by email (appointments@ridgeway.aat.school) or extension 3373.

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

Closing date: 9am Thursday 18th December 2025
Interview date: Thursday 9th January 2026
Start date: 1st February 2026