



Position: Site Assistant

Welcome to Waingels

Job Description – Site Assistant

Salary Scale:	Grade 3 SCP 5-6 (£25,583 to £25,989 full time equivalent)
Actual Salary:	£3,457.16 to £3,512.03 based on 5 hours per week £7,778.61 to £7,902.06 based on 11.25 hours per week
Location:	Waingels School, Waingels Road, Woodley, RG5 4RF
Contract Type:	Fixed term- 6 months
Working Pattern:	Part time, all year round
Times:	11.25 hours per week (Mon-Fri 7.30pm to 9.45pm) OR 5 hours per week (Mon-Fri 8.45pm to 9.45pm) Please specify which pattern you are applying for in your application
Reporting to:	Site Manager
Start Date:	ASAP
Application Deadline:	Friday 6th March 2026 midday

About Waingels

Our school is an inclusive, caring, and high achieving school community, dedicated to unlocking students full potential. We are a values-led school, ensuring every student and staff member feels recognised, challenged, and supported on their journey.

Job Overview

The Site Assistant will be responsible for the daily routine and non-routine locking of the entire school site to ensure a safe locked-down environment.

Key responsibilities

Main duties and responsibilities are outlined below. Other duties commensurate with the post may also be required, as directed by the Site Manager or Operations Manager:

- To undertake daily, routine and non-routine locking of the entire school site
- To act as a designated key holder, activating alarms and ensuring security systems are properly set
- To carry out comprehensive security checks to ensure no unauthorised person remain on site
- To ensure that areas used for evening lettings are secure, cleaned and returned to a state ready for school use the next morning
- To report any maintenance issues or damages during the lock up process to the Site Manager
- To ensure the site is left clean and tidy
- To promote the safety and wellbeing of students, staff and any visitors, ensuring that the schools safeguarding policies and procedures are promoted within the school

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Key responsibilities

- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act and relevant associated directives
- To ensure compliance with the school's policies and procedures
- To adhere to the school's Equality Policy and actively promote equality of opportunity
- To participate in the performance and development review process, taking responsibility for identification of learning, development and training opportunities in discussion with your line manager.

This Job Description is written with the purpose of ascertaining the main duties of the position but is not necessarily exhaustive as the postholder may be required to undertake other duties as directed within the range of duties reasonably expected of a member of support staff.

Additionally, this position commences with a probationary period of 6 months from your start date of employment. During this time, your performance, conduct and suitability for the role will be assessed. We reserve the right to extend this period if performance does not meet the required standards.



Person Specification

The knowledge, skills, experience and aptitudes necessary for this post are detailed below:
In addition, all of our roles are subject to satisfactory checks being completed upon offer of employment, including an Enhanced DBS Check, satisfactory references, an online check and medical clearance from our Occupational Health Provider.

Education, Qualifications and Training	Essential	Desirable
Good Literacy and numeracy – GCSE Maths and English Grade C or equivalent	✓	
Experience		
Previous experience in a caretaker, security or facilities management role	✓	
Experience of working in a school or similar educational environment		✓
Knowledge, Skills and Abilities		
Good communication skills to liaise with staff, contractors and visitors	✓	
Strong sense of responsibility	✓	
Good attention to detail	✓	
Good understanding of health and safety, security issues and good practice	✓	
Good timekeeping – ability to complete tasks in the allocated time	✓	
Ability to work independently	✓	
Other Requirements		
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A Commitment to the school's ethos, aims and its whole community.	✓	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
Excellent attendance and punctuality record	✓	

Making Your Application

All of our vacancies are advertised on My New Term and we can only accept applications that are submitted via this platform.

Before submitting an application, we would encourage you to:

- Review this recruitment pack in detail to ensure you are the right person for the job and the job is right for you
- Visit our website to learn more about our school community, ethos and values
- Review our staff welcome brochure that you will find alongside this application pack to learn more about what it's like to work at Waingels

Should you have any questions regarding the role or the recruitment process, please don't hesitate to contact us via:

Contact name: Mollie Williams (HR Administrator)

Email: hrandrecruitment@waingels.wokingham.sch.uk

Phone: 0118 969 0336

Post: Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

We will review applications as they are submitted, so you are encouraged to apply as soon as possible.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students

