

Petersgate Infant School

Site Assistant Vacancy



We are looking to recruit a Site & Facilities Assistant to work across the school site to assist in the day to day operations of the school's site, undertake essential health & safety checks and general building maintenance tasks. The suitable candidate will have a range of practical skills, as well as, being energetic and enthusiastic, to join our successful school team to keep our site clean, healthy and safe.

With our pledge to develop staff through continuing professional development, this role comes with the added opportunity to complete the Site and Facilities Apprenticeship at Level 2 alongside working at the school.

At the end of the apprenticeship, you will receive a recognised Level 2 Certificate in Facilities Services Principles and achieve the Level 2 Facilities Services Operative Apprenticeship.

The successful candidate will need to have a sense of humour, be a team player, be pro-active and take pride in the school and its inside and outside environment. Good relationships with children and adults are essential.

If you feel you have the skills and personal attribute that we are looking for, and that you can commit to our school's vision, aims and values, then we would welcome your application.

The role will include:

- Premises security, including site checks, be a key holder and be available for emergency call outs, out of hours
- Ensure all Health and Safety legislation is adhered to and logged appropriately
- Completing & recording health & safety checks including:
 - Legionella compliance checks
 - Emergency lighting tests and records
 - Fire safety tests and checks
 - Site health and safety inspections
 - Manual handling checks
 - Play equipment safety checks
 - Ladder and kickstool checks
 - Daily site walks across the whole site which includes, perimeter fencing checks, identification and making safe of any hazards, as well as, the collection and disposal of any litter
- Review emergency and site safety procedures with the Senior Management Team
- Complete statutory H&S returns
- Maintain school staff health and safety training logs
- Maintain cleaning supplies against school budgets
- Maintain and update asbestos log and act as the Nominated Person for the Asbestos Register
- Review and update risk assessment/COSHH
- Supervise contractors on site
- Monitor cleaning standards by external cleaning company
- Maintain site externally and provide general building maintenance tasks to a high standard
- Effectively use any site machinery showing regard to health and safety requirements

- Work in a flexible manner for the needs of the children and the school
- Show initiative, be proactive, have good organizational and time management skills
- Take pride in helping to maintain a high standard of cleanliness and health and safety at all times and support the school in developing our schools grounds and environment
- Share our school vision and make a difference to the children and community we serve
- Be willing to further develop skills and knowledge through a range of training opportunities

The successful candidate will be required to undertake regular training to help them to carry out their role successfully and to comply with health and safety standards. Experience of this role is desirable, but training and an induction programme will be provided to the right candidate.

We can offer:

- A great environment
- A dedicated, supportive and friendly team
- Access to appropriate professional development

The post is Monday to Friday, working 7:00am-12:00pm, 52 weeks per year. Hours will total 25 hours per week. (These hours can be grouped during the school holidays with prior agreement)

Closing date: Wednesday 3rd September 2025, 12noon

Start date: ASAP

Starting salary: Grade B – FTE £24,027 = £16,235 pro rata (hourly rate - £12.45)