



FOX WOOD **SITE ASSISTANT JOB DESCRIPTION**

<u>Job Title:</u>	Site Assistant for Fox Wood School & College
<u>Salary Grade:</u>	Grade 4 SCP 6 – 7 £22,355 - £22,711
<u>Hours:</u>	Flexible – 37 hours per week. Hours will be worked over split shifts.
<u>Date:</u>	August 2026
<u>Reports to:</u>	Site Manager, Business Manager, Headteacher

Fox Wood is currently undergoing an exciting period of growth and development, including within our Site Maintenance team. To support the current expansion at Fox Wood we are looking to enhance and develop our site team. This role will be based at our new College building but the role will require the applicant to work across all three Fox Wood sites at times.

Main purposes of the job

- To be an effective and willing team member supporting both the Site Manager and the whole site team, where directed to do so by the Site Manager and/or the Business Manager/Headteacher.
- To assist in the responsibility for the general maintenance, cleanliness and security of the school and college to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, pupils, parents and community users.
- The person appointed to this role will be expected to have enthusiasm and commitment for improving the school within areas of their direct responsibility.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Main responsibilities and tasks to assist the Site Manager

Security

1. To be a key holder and a point of contact for emergency call outs. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school site is locked and secure, with fire doors and all windows closed at the end of the day.
2. To assist in ensuring that all alarm systems are functioning properly and that regular checks are made of the systems and recorded.
3. In the absence of the Site Manager to provide a point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.



4. To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.
5. To patrol the site to check for hazards, damages and intruders when opening and closing and to record any actions.
6. To ensure that lighting is kept in good working order and recorded.
7. To assist the Site Manager with contractors as appropriate, regarding access to the site, monitor and log the progress of the work and ensure that work is carried out to the required standard, as appropriate.

Purchasing and storing

8. Keep the Site Manager informed of any stock items that may need replacing
9. Ensure the proper and safe storage of all the equipment and materials that are within the above categories and have a knowledge of COSHH.

Repair and maintenance

10. Liaise with the Site Manager regarding any repairs and maintenance. Alerting the Headteacher/Business Manager or School Office Manager, of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, time keeping, fire-fighting equipment and heating systems.
11. Be aware of the regular checking by outside contractors of those systems that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment.
12. Make repairs if they are within the job's remit and manage contractors to complete their work and ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.
13. Record all repairs and keep a maintenance log of routine and non-routine tasks
14. With the Site Manager prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.
15. Immediately report any defects to the Headteacher or School Office Manager and take any remedial action if possible.

Health and safety

16. To ensure duties are undertaken in accordance with the School's Health and Safety policy including premises related risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.
17. To assist the Site Manager with equipment testing as appropriate and report any faults to the appropriate person, including P.A.T testing (and recording of this).
18. Carry out fire drills in consultation with the appropriate person and record.

Other responsibilities

19. To carry out all duties in line with the Council and school's policies.



20. To assist in monitoring the quality of cleaning undertaken by the cleaning team and work closely with the LA cleaning team regarding standards of cleaning throughout the school.
21. To be able to communicate effectively both orally and in writing.
22. To work as part of a team and form good relationships with other colleagues
23. To maintain confidentiality over matters relating to the school, pupils, staff or parents.
24. To respond in a courteous manner to enquiries from the school community and external visitors as appropriate.
25. To undertake broadly similar duties commensurate with the level of the post as required.
26. Actively participate in any appropriate training when required.

Performance:

This will be managed through the School's Appraisal Policy.

Signed: _____ Site Manager

Signed: _____ Headteacher