

# SITE ASSISTANT VACANCY

- **Required: As soon as possible, subject to notice periods**
- **Hours: 37 hours per week, 9:30am to 5:30pm, Monday to Thursday, and 9:00am to 5:00pm on Fridays**
- 52 weeks per year**
- **Salary: BWS Support Staff pay scale Grade F Points 19 – 22 (£24,787 - £27,319)**
- **Pension: Local Government Pension Scheme**
- **Contract: Permanent**
- Holiday; 23 days annual leave plus bank holidays**
- **Deadline for Application: Sunday 11 January 2026**
- ***(We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early applications to avoid disappointment.)***

We are looking for a friendly and reliable Site Assistant to join our facilities team. The role involves helping to keep the school safe, clean and running smoothly. You'll be part of a small, supportive team that takes pride in keeping our site in great shape for staff, students and visitors.

## **Main duties include:**

- Carrying out basic repairs and maintenance (painting, plumbing, electrics, general DIY)
- Keeping the school grounds and paths tidy and safe
- Helping with deliveries, bins and setting up for school events
- Making sure heating, lighting and ventilation systems are working properly
- Checking site security and being a keyholder
- Helping out with cleaning or other practical jobs when needed

There is an on-call element at weekends, paid at a higher rate, usually to respond to an emergency alarm if it goes off. This is flexible and rarely needed.

## **We're looking for someone who:**

- Has practical maintenance or DIY skills
- Takes pride in their work and can spot what needs doing
- Works well on their own or with others
- Is friendly, helpful and reliable
- Is happy to be flexible when needed

## **We offer:**

- A welcoming, supportive team
- Local Government Pension Scheme
- Cycle to Work scheme
- Access to on-site gym and sports facilities

For further details and an application form please visit the school website

[http://www.bws-school.org.uk/The\\_School/Vacancies/](http://www.bws-school.org.uk/The_School/Vacancies/). If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) [alg@bishopwordsworths.org.uk](mailto:alg@bishopwordsworths.org.uk). Applications are accepted by post and email.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check, as well as other relevant re-employment checks including satisfactory references and medical clearance.

All shortlisted candidates will undergo social media checks prior to interview in order to provide the appointment panel with any information that may be relevant to their suitability or have an impact on the school's reputation.