

# SITE ASSISTANT VACANCY

- **Required: As soon as possible, subject to notice periods**
- **Hours: 37 hours per week, full-time, all year round (Monday to Friday).**  
*Actual working hours to be agreed and may involve staggered shift patterns.  
Final arrangements will be discussed at interview.*
- **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**  
*(to be taken by agreement with the Site Manager to ensure appropriate cover (normally during school holiday periods))*
- **Deadline for Application: Sunday 28 September 2025**  
*(We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early applications to avoid disappointment.)*

We are seeking a reliable and practical Site Assistant to join our facilities team. This is a key role in ensuring the school runs smoothly, supporting the Site Manager and Bursar in maintaining a safe, secure and welcoming environment for staff, students and visitors. This is a varied and rewarding role in a friendly and supportive environment, offering the opportunity to make a meaningful impact in a vibrant school setting. If you are proactive, adaptable, and passionate about education, we would love to hear from you!

## **Main Duties Include:**

- Routine repairs and maintenance across the site including minor plumbing, electrics, painting and decorating
- Upkeep of grounds, paths, hedges and planted areas, ensuring the site remains tidy and safe
- Monitoring site security, acting as a keyholder and assisting visitors in line with safeguarding procedures
- Supporting school events such as exams, prizegiving and lettings
- Ensuring heating, lighting and ventilation systems are working effectively
- Assisting with deliveries, waste disposal and emergency responses
- Identifying and reporting potential hazards, taking prompt action where safety is at risk
- Carrying out practical cleaning and hygiene duties when required in line with health and safety standards

## **The Ideal Candidate Will Have;**

- Practical maintenance/DIY skills
- An understanding of health & safety and safeguarding responsibilities within a school environment
- The ability to work independently and as part of a team
- Good communication skills and a professional, approachable manner
- Willingness to be flexible

## **What We Offer:**

- A supportive and welcoming team environment.
- Local Government Pension Scheme.
- Cycle to Work scheme.
- Access to onsite sports facilities and gym.

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.