Dear Applicant

Thank you for showing an interest in the Site Assistant post at Portchester Community School.

We are seeking to appoint an enthusiastic and motivated individual with a flexible approach to join our Site Team and would like to work with you.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

If you prefer to collect an application pack, this is available from the school.

Visits to the school are welcome as well as informal discussions via telephone with the Site and Facilities Manager to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher

Site Assistant
Permanent
Term Time only plus one week (40 weeks)
Actual Salary: £12,338 to £12,856 p.a. (Based on 20 hours per week)
FTE Salary: £26,018 to £27,111 p.a.
Hours negotiable, up to a maximum of 20 hours per week
Closing Date: Monday 23 November 2026

We seek an enthusiastic individual with a flexible approach to join our Site team, working over two sites: the school and the Castle Street Centre.
The ideal candidate will:

- Be able to work on their own initiative and as part of a team
- Be committed to maintaining the highest standards of cleanliness to provide a clean, safe and secure environment.
- Be skilled in routine maintenance activities and cleaning procedures
- Have a working knowledge of Health and Safety requirements
- Preferably have experience of working in a school environment (although this is not essential).

The postholder, along with all members of staff, will be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's Safeguarding policy.
If this describes you then we are interested in hearing from you.

In return we can offer:

- An experienced Site Team
- A generous annual leave entitlement starting at a minimum of 24 days per annum
- Eligibility to join the Local Government Pension Scheme

Portchester Community School is a medium sized, forward-looking 11-16 Community School and enjoys a good reputation in the local community. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development, we pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024.
We are very proud of our pupils and their achievements.

As a community school we also have a nursery and a pre-school.

An Application Pack can be downloaded from our website at
www.portchester.hants.sch.uk/vacancies

or email: recruitment@portchester.hants.sch.uk. A paper application form is also available from the school Reception.

Please email your completed application to recruitment@portchester.hants.sch.uk and return the equalities monitoring form in line with the details shown on the form.

Please be aware that a Hampshire County Council application form must be completed, as CVs are not accepted.

Informal visits by prospective candidates are welcome via appointment with the Site and Facilities Manager, Mrs Gregory. Please call the school or email recruitment@portchester.hants.sch.uk to arrange an appointment.

We reserve the right to withdraw the advertisement early if the vacancy is filled before the closing date and the advertisement will be removed.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are committed to equality of opportunity and welcome applications from all sections of the community.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

DBS filtering guide - GOV.UK

APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.
For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form is it important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.
When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to

monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.
As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.
Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance "Keeping Children Safe in Education", issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school's Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

In addition, as part of the shortlisting process online searches will be carried out as part of due diligence on shortlisted candidates.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school's Child Protection policy and Safeguarding policies are available on request or on the school's website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the "Pre-employment checklist for Candidates" sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Headteacher: Mr R Carlyle BEd (Hons)
White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD
T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | **www**.portchester.hants.sch.uk

Details about the post: Site Assistant	
Salary:	Grade C. Actual Salary: £12,338 to £12,856 p.a. (Based on 20 hours per week) FTE Salary: £26,018 to £27,111 p.a.
Contract Type:	Permanent, Part Time 20 hours per week. Term-time only plus one week (40 weeks)
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	As soon as possible.
Terms and conditions:	
School statement:	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
School statement:	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability. The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation. All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.
Information about the recruitment and selection process:	
Closing date for applications	Please email your completed application form to recruitment@portchester.hants.sch.uk By Monday 23 November 2026. If you intend to email the equality monitoring form, please send in a separate email to with the title: 'Confidential - equality monitoring form'. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk

Interview date:	To be advised.
Employment checks required:	
1	**Fully** completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

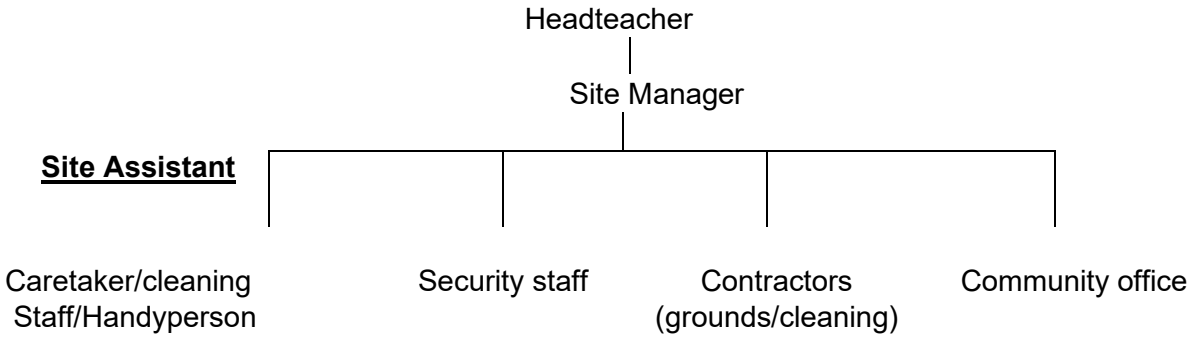
If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.

ROLE PROFILE FORM

	ROLE PROFILE FORM REF:	2136
1.	**DEPARTMENT**	Education (Schools)
2.	**ROLE TITLE IN FULL**	Site Assistant
3.	**ROLE REPORTS TO (Supervisor/manager's role title)**	Headteacher/Senior Leadership Team
4.	**ROLE PURPOSE (Why the role exists)**	
	To assist with the maintenance of the physical resources on site (buildings, grounds, materials and equipment) so that optimum use can be made of them for school and community purposes.	

5. ORGANISATION STRUCTURE



6. Accountabilities

Accountability Headings	**Accountability statements**
Cleaning	• Carry out cleaning duties to an acceptable standard as agreed with line manager. • Contribute to the development of, and operate, a schedule of cleaning for the site under line manager's supervision, following agreed procedures and standards. • Monitor cleaning standards, ensuring acceptable levels of hygiene and report to line manager. • Effectively use all site cleaning machinery showing regard to health and safety requirements. • Ensure all graffiti is removed regularly. • Hygienically clean following any body fluid spillages, showing regard to health and safety requirements.

Site maintenance	• Note and report to line manager all building and fabric defects. • Carry out routine maintenance repairs as requested, subject to training and previous experience. • Make the area safe and carry out emergency repairs as appropriate. • Carry out internal and external maintenance and redecoration as instructed by line manager. • Meet with Senior Leadership Team at half-termly maintenance meeting to contribute to planning holiday work if required by line manager. • Operate the school heating, lighting, water and ventilation systems ensuring they are maintained to the correct standard. • Replace light bulbs and clean light fittings as required. • Report to line manager the condition and maintenance of fixed safety signage. • Ensure all tools and machinery relevant to the post is serviced and maintained. • Ensure the grounds are maintained including clearing of leaves, minor pruning, emptying of external waste bins and litter picking. Bad weather or emergency – take responsibility for clearing snow or ice from paths for access, dealing with break-ins or other damage caused to school property as agreed with line manager.
Stock management/ admin	• Move goods and school equipment within the school. • Monitor stocks of cleaning products and PPE and report to line manager. • Maintain paper and online recording systems as instructed by line manager.
Management of use of site	• Take and record meter readings as requested by line manager. • Collect and assemble waste for collection. • Check and adjust heating system. • Prepare rooms for exams, lettings, parents' evenings as instructed by line manager.
Supervision of contractors	• Supervise contractors on site ensuring all health and safety requirements are adhered to. • Report defects to term contractor and/or line manager.
Management (where staff directly employed)	• Provide cover in the event of cleaning staff absence. • Respond positively to reasonable requests commensurate with the role made by members of staff. • Identify own training needs and report to line manager. • Participate in training and other learning activities and performance development as required.
Security	• Act as a keyholder for the school. Lock and unlock, including activate and deactivate intruder alarm system as directed by line manager. • To be on call for emergencies if agreed with line manager.

Health and safety	• Act as Nominated Responsible Person for Asbestos Register • Awareness of COSHH Regulations. • Carry out health and safety checks, including: • Carry out boiler room inspections and report to line manager • Site inspection – complete daily visual site safety inspection • Playground equipment – ensure all safety checks of the playground are carried out and any defects reported to line manager • Drains and drain covers – carry out and record inspections of all drain covers and manholes • Call points – carry out weekly test of fire alarm call points under direction of line manager • Fire extinguishers – carry out monthly inspection of fire extinguishers under direction of line manager • Emergency lights – carry out monthly tests of emergency lighting under direction of line manager • Fire doors – carry out quarterly inspection of fire doors under direction of line manager • Final exit doors – carry out inspection of final exit doors under direction of line manager Management of Legionella: • Flushing – carry out weekly and periodic flushing of the water system under direction of line manager • Temperature recording – carry out water temperature recordings as directed by line manager • Ensure all cleaning equipment has current PAT certification. • Carry out and record inspection of all access equipment.
School policies	• Be aware of and comply with policies and procedures relating to child protection, accessible access, health, safety and confidentiality, reporting all concerns appropriately.
Corporate and statutory initiatives – e.g. equalities, health and safety, e-government, sustainability	• Maintain an awareness of HCC and school health and safety policies and procedures and apply them in the day-to-day job requirements.

7. Key decision-making areas in the role

- Selection of staff (where appropriate) – involvement with the recruitment of cleaning staff if required by line manager.
- Stock – monitor stocks of cleaning products and PPE and report to line manager
- Deployment and allocation of work to staff (where appropriate) – deployment and allocation of work to cleaning staff, under direction of line manager
- Contractor liaison, e.g. emergency repairs and routine maintenance – report defects to term contractor and line manager
- Repairs – identify repairs and maintenance required and report to line manager.
- Carry out routine maintenance repairs as requested by line manager, subject to training and previous experience

8. Role dimensions – financial (e.g. annual revenue budgets) and non-financial units (e.g. workload, customers/staff) (Non-recurring budgets e.g. capital sums should be clearly indicated as such)

- Budget – Allocation of budget for the requisition of cleaning and maintenance materials.
- Staff management – Dependent on size of school and whether cleaning services are subcontracted out.
- School assets – Will be substantial and valuable and may include managing access for maintenance and lettings.
- Dispersal of site – Varies depending on school, from one building on one site to multiple buildings on more than one site.
- Other – Regular deliveries each week.

9. Main contacts – external/internal customer contacts and purpose.

Frequency and level of contact may also be relevant.

- Cleaning staff (where appropriate) – daily – oversee standard of work; share information/ report to line manager regarding cleaning standards.
- Headteacher – regular – to share information, and resolve issues and attend meetings.
- Senior leadership team – frequent – to share information, request placing of orders and respond to requests for service delivery.
- Other staff from school – regular – respond to requests for service delivery.
- Visitors to the school, e.g. parents, community groups – oversee usage (lettings); act as first point of contact and respond to issues raised about the site e.g. litter
- Contractors and suppliers – regular – agree on site work arrangements, receive deliveries.
- HCC staff – infrequent – meet with and liaise over site issues.

10. Working conditions

- Manual handling (inc. heavy and awkward items)
- Wear protective clothing
- Exposure to potentially dirty, unpleasant and hazardous areas e.g. drains, toilets
- Working overhead e.g. replacing light bulbs, cleaning gutters, and at height, e.g. use of ladders and step ladders
- Handling cleaning materials, fluids, chemicals etc.
- Need to be aware of COSHH regulations
- Exposure to possible unruly behaviour/threats from the public, e.g. when locking up at night

11. Role requirements for operational effectiveness

The essential skills, qualifications and types of experience which are required for operationally effective service delivery.

Entry:

- Good interpersonal skills with a positive attitude towards others.
- Basic IT literacy, able to access and respond to emails.
- Good standard of written and spoken English.
- Good numeracy skills
- Willingness to undertake job-related training
- Evidence of previous team working

Initial induction/training required to become effective in role:
Estimated time to become operationally effective: 2-4 weeks induction

- Awareness of Health and Safety policy and procedures applicable to the school and the job.
- Knowledge of layout of site and buildings
- Able to use machinery e.g. floor cleaning equipment.
- Knowledge of school operational arrangements and procedures, schedule of day-today tasks and cleaning specification
- Understanding of appropriate and correct use of cleaning materials.

Operationally effective – how effectiveness in role is demonstrated:

- Ensures school is cleaned to a high standard through overall performance.
- Ensures no complaints received from school community and users.
- Identifies and remedies basic maintenance defects.
- Ensures positive reports received from HCC Caretaking and Cleaning service on caretaking standards in the school.
- Establishes and maintains good relationships with staff and school community.
- Uses initiative, and takes appropriate action without reference to the senior leadership team.

Adding value – what characteristics the advanced role holder will demonstrate:

- Undertakes preventative maintenance activities.
- Prepared to undertake tasks which exceed requirements of job description e.g. presenting ideas and new initiatives in relation to the site and buildings.

  Willing to enhance maintenance skills through training.

12. Context/additional information

- Essential for school to be properly cleaned/adequately heated – school may have to close otherwise
- Lone working (oversight of out-of-hours usage of the school e.g. lettings)
- Keyholder and response to emergency call-outs out of hours, e.g. fire/burglar alarms, vandalism
- Employed for 52 weeks per annum but Headteacher normally only in school during term time (40 weeks) – need for use of initiative and independent working

Headteacher: Mr R Carlyle BEd (Hons)
White Hart Lane, Portchester, Fareham, PO16 9BD. Telephone: 023 9236 4399

Site Assistant

LOCAL LIST OF DUTIES

Responsible to: The Site and Facilities Manager

The post requires you to provide a support service complementary to the teaching activities in this school, as outlined in Hampshire County Council's Manual of Personnel Practice which has been adopted by the Governing Body of this school.

The Site Assistant will undertake the day to day responsibilities of the Site and Facilities Manager in their absence there of and will ensure that the school sites buildings are in good order.

The Site Assistant will work times covering the six days the school is open, including Bank Holidays and other statutory holidays (with the exception of Christmas & Boxing Day). Sickness will be covered by moving working hours to provide the best service possible.

At all times, the team should show care for the appearance of the school sites, paying attention to tidiness and litter. Members of the community should be assisted, and always made to feel welcome.

The post holder is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

1. Teaching, Learning and the Curriculum

1.1 Assist in ensuring premises are prepared for after school activities, cleared up and cleaned and prepared for school use.

1.2 Assist with the setting out of furniture and equipment for school and community purposes, including examination arrangements.

2. Monitoring and Evaluation

2.1 Assist with monitoring the state and condition of furniture and fittings. Provide repair service as required in School Development and Strategic Plan.

2.2 Ensure (during use) in and out of school hours that non-allocated premises are not used or entered into.

2.3 Ensure lights are turned off when unused and windows are closed when appropriate.

2.4 Oversee the school sites and ensure a safe environment for all users.

2.5 Assist in monitoring the internal and external condition of school buildings, including all services, furniture and fittings.

2.6 Assist in monitoring all the grounds, including the hard areas and inform the Site and Facilities Manager accordingly.

2.7 Ensure all contractors entering the site register their attendance with the site maintenance team and sign appropriate health and safety registers.

2.8 Secure safe working practices ensuring proper standards of health and safety are met.

3. Leading and Managing People and Relationships

3.1 Ensure that at times when school office staff are not available, arrangements are made for School sites visitors to be welcomed and attended to.

3.2 Assist in overseeing the work of contractors to sites of repair and check and sign worksheets.

3.3 Respond to enquiries from teaching staff, officers of HCC contractors and their employees and members of the public regarding matters relating to the school sites.

3.4 Assist with supervisory duties, e.g. maintaining a good working atmosphere and encouraging team spirit, ensuring good timekeeping, dealing with individual and group grievances and problems, and see that work is done correctly and promptly.

3.5 Deal with enquiries from any person using, working or wishing to work on the school site once the main office has checked in the visitor.

3.6 Assist with overseeing the work of community services workers to ensure suitable deployment of works within the school premises.

4. Managing Resources

4.1 Assist with organising the provision of items needed for school and community use as requested by the Site and Facilities Manager. This includes, for example, the setting out and clearing of chairs and tables and the provision and clearing of sports equipment as needed.

4.2 Liaise with the Examinations Officer regarding internal and external examinations.

4.3 Supervise security procedures, including CCTV, for school buildings and grounds. Open and close school premises as required.

4.4 Operate heating plant as required.

4.5 Remove external and internal graffiti as required in Strategic Plan.

4.6 Take delivery of and check stores, materials and other goods and store them. Ensure that adequate toilet requisites are distributed both for school and community use.

4.7 In the absence of the Site and Facilities Manager issue orders direct to contractors for those minor repairs which are not undertaken by school staff and specialist works. Liaise with other HCC staff as required e.g. electrical, mechanical or structural engineers.

4.8 Assist with open day arrangements to ensure the site is well presented.

4.9 Assist the Site and Facilities Manager to manage the inventory of all assets and equipment to comply with audit regulations.

5. Improvement

5.1 Identify and address Continuing Professional Development needs and the potential for improving the school/community.

5.2 Carry out minor repairs and developments to buildings (advise on condition of these and order work where agreed).

5.3 Contribute to the appropriate section of the schools Strategic Plan; meeting agreed timescales and criteria.

5.4 Contribute to the improvement and maintenance of school security and school environment.

6. Accountability

6.1 Ensure that the buildings and grounds are maintained to a high standard.

6.2 Take any necessary action in event of emergencies, such as fire, flood, break-in and entering, accident, major damage or disorder.

6.3 Assist with regular fire equipment checks and make recommendations to the Site and Facilities Manager.

6.4 Ensure work carried out on site is undertaken in accordance with health and safety requirements and report any infringements to the Site and Facilities Manager, and if appropriate, Headteacher.

6.5 Cover the working hours of any member of the site team, as required.

6.6 Undertake such other duties as may be reasonably required by the Headteacher.

6.7 Assist with the supervision of key use and allocation to ensure School's Security.

6.8 Be on call as a key holder as required in the absence of the Site and Facilities Manager.

Person Specification: Site Assistant

Quality/Skill	Essential (E) /Desirable (D)	Application	Reference	Interview	Task
Skills, knowledge and aptitude					
Able to work as part of a team.	E	*	*	*	
Able to work on own initiative.	E		*		
Experience of working in an education/school setting.	D	*			
Experienced in cleaning procedures and use of cleaning equipment.	E	*			
Skilled in routine maintenance activities.	E	*			
Working knowledge of Health and Safety requirements.	E	*			

* = will be evidenced by application form/reference/ interview/ presentation

Dear Applicant

Equality Monitoring

Thank you for your interest in the Learning Support Assistant vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy, it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher

Job Hazard Form

Role Title: Site Assistant

This form highlights hazards related to the role that could pose a risk to the post holder.

Manual Handling

This role requires hazardous manual handling operations, for example, regular moving of heavy objects and repetitive moving of objects.

The types of manual handling operation involved in this role are objects.

These manual handling operations are required on a daily basis.

The weights involved in these manual handling operations are more than 15 kg.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a desktop computer.

Job Characteristics

This role involves working with children and young people of between 11 and 16 years old. This role also involves working with children and young people with special needs.

This role involves evening work (up to 11pm).

This role also has potential to involve verbal abuse and/or aggression and this is likely on an infrequent basis.

Work Environment

This role is carried out in an environment which involves working at height/exposure to hot environments/exposure to cold environments/entry to confined spaces/working with electricity/ frequent lone working/frequent outdoor work.

Work Equipment/Machinery

This role also involves working with moving machinery/hand-held powered tools/hand-guided tool/hand-fed tools.

Personal Protective Equipment

Given the nature of this role, the post holder is required to wear personal protective equipment to be worn on their head/face/eyes/body/arms/legs/feet/hands, where appropriate.

Driving

This role will require the postholder to drive a mini bus/ their own vehicle for work purposes.
COSHH (Control of Substances Hazardous to Health)

Biological Hazards

It is possible that postholder may come into routine or regular contact with people with infections e.g. human blood /soil/waste/ animals/birds/reptiles/vermin/moulds and/or fungi.

Chemical Hazards

The post holder will come into infrequent contact with any chemicals such as wood dust, pesticides and oils which may be an irritant/corrosive/harmful/toxic.
Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.

Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

DBS filtering guide - GOV.UK

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.