

VACANCY

Site Services Assistant

Who are we:

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people can access Severndale Specialist Academy from Nursery through to Post 19 and have a range of learning difficulties.

Purpose of the Post:

The main purpose of this post is to effectively maintain the internal site and grounds of the school by providing high quality site services and support with the Site Services Supervisor. The successful candidate will be expected to work frequently on their own initiative and undertake evening and weekend work. The post holder is also required to have a clean Full UK Driving Licence (manual).

The role involves liaising professionally, courteously, and politely with all stakeholders, trustees, members of staff, students, and parents.

Role requirements:

- 5 GCSE's grades 9-4 (A* - C) including Maths and English
- IOSH or willing to complete the training.
- Other relevant health and safety qualifications.
- Pool Plant Operations qualification (desirable).
- Experience in building, fire, asbestos, legionella, COSHH and health and safety regulations.
- Practical maintenance skills with attention to detail.
- Ability to respect and maintain confidentiality.
- Willingness to undertake appropriate CPD including Fire Marshall, First Aid Training and Minibus training.

Skills required:

- Excellent verbal and written communication skills
- Excellent IT skills, particularly excel
- Excellent organisational skills
- Remain positive when under pressure
- Ability to deal in a professional manner with all internal and external contacts

What is included:

- Salary range Grade 3. SCP 5-6. Starting from £13.26 per hour.
- 37 hours per week for 52 weeks of the year
- Generous annual leave entitlement, starting from 25 days per year increasing to 33 days with long service.
- Monday – Thursday Start: 7.00am/Finish: 3.00pm
- Friday – start: 7.00am/Finish: 2.30pm

- Access to the School Advisory Service & Bike to work scheme
- Continuing Professional Development & Local Authority Pension Scheme

Closing Date: 12 noon Monday 26th January 2026

If you want to further your career in a fast paced environment, then please complete the application form at www.severndaleacademy.co.uk and forward your information to our HR department at:

recruitment@severndaleacademy.co.uk

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our schools commitment to safeguarding, please see our website for our school policies - <https://severndaleacademy.co.uk/our-school/policies/>

JOB DESCRIPTION

Site Services Assistant

Severndale Specialist Academy Vision:

Our children and young people are aged 2 ½ to 25 and have a range of learning difficulties. These include moderate, severe, complex, and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behavioural difficulties arising from their condition; many have communication difficulties.

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Duties and Responsibilities will include:

Security of Premises

- Undertaking the responsibility of a keyholder
- Ensure that the academy is open for staff and pupils each day and locked securely at the end of the day
- Ensure that the academy is open to persons who have hired the premises for private use such as lettings, governor meetings, parents evenings and fund raising events
- Ensure all doors and windows are secured and all lights and heaters are switched off after use
- To ensure the academy outbuildings are secure when not in use
- Take reasonable steps to deter trespass on academy premises
- Undertake Fire Alarm Testing and duties incurred with the burglar alarm system
- Understand fire safety regulations, Health & Safety Regulations, emergency procedures and the rules for evacuating a building

Heating and Lighting

- Maintain the boiler house and plant in a clean and tidy order and keep clear access to all service isolators (gas, electricity, and water). Ensure that flammable materials are kept out of the boiler room and away from any heat sources

Maintenance Duties

- To ensure resources are kept in appropriate areas and are readily available to staff
- Receive deliveries into the academy and ensure they are delivered to classrooms/office areas as soon as possible with all appropriate paperwork
- Carry out many and various minor repairs e.g. mending broken windows, changing light bulbs, unblocking drains and toilets, small woodwork projects, painting areas including preparation
- Undertake training on Portable Appliance Testing (PAT) to provide support on a yearly basis across the academy
- Ensure litter is dealt with appropriately and waste is disposed of as directed by the Site Supervisor

- To ensure that the site grounds are maintained throughout the seasons
- Undertake training to provide support for Pool Management e.g. water tests, vacuuming and back washing the pool
- Emergency cleaning of human deposits
- Other handyman duties as required by the Site Supervisor

Other Duties

- Work together with Cleaning Service Team across the academy site
- Day to day running of the school Hydrotherapy pool (Training to be given)
- Bus marshal duties to be undertaken on a rota system as defined by Site Supervisor
- Keep all storerooms in a clean and tidy condition
- Arrange chairs and tables for meetings, assemblies, exams etc and clearing away afterwards
- Prioritise workload by the Site Supervisor
- Carry out normal supervisory/inspection duties as appropriate, maintaining a good working atmosphere. Drawing attention of Site Supervisor to any repairs and maintenance work required
- Attend all Health & Safety training courses as determined by the management of the academy
- Drive the academy minibus as directed from time to time
- To always maintain confidentiality in respect of academy related matters
- The post holder is required to be flexible as to hours/shifts worked to meet the requirements of the academy during both term time, school holidays, evenings, and weekends
- Any other reasonable duties as directed by the Site Supervisor or Business Manager

Reporting

- Line Manager: Academy Site Services Supervisor and Academy Business Manager

Benefits of the Post:

1. The grade of the post is: Scale 3, Point 5 with a progression scale to Point 6
2. Continuous Personal Development
3. Generous holiday allowance
4. Option to join the Pension Scheme

The above job description does not define in detail all the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Exec Principal.

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PERSON SPECIFICATION

Site Services Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	Good standard level of Education	Building Trade Apprenticeship PAT Certificate Health & Safety Knowledge	A, I, R
Work experience and desired vocational training	Ability to express clearly and concisely high-quality site services processes and techniques	COSH Manual Handling	A, I, R
Other relevant experience and/or interests		Previous involvement with Security Procedures Fire Awareness Training	A, I
Special(ist) knowledge	Use of site services equipment	Cleaning Procedures Use of cleaning materials and equipment	A, I, R
Job related personal skills	Good Communication skills - written and oral Able to priorities, act on initiative Able to work as a member of a team		A, I T, R
Special Working Conditions	No smoking policy Flexibility of working hours/weekend/evenings Undertake training		A, I

Method of Assessment: (A) application form, (I) interview, (R) references

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