



Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ
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11 – 16 Mixed Comprehensive NOR 1,500 (across two campuses)
Head Teacher: Krista Dawkins

Site Assistant

37 hours per week: 06.30 - 14.30 Monday to Friday. 52-week contract
(term time only, part-time or job share will be considered)
C Grade: £24,405 - £25,430
Start Date: Monday 6th January

Crestwood Community School is one school, with two campuses serving central Eastleigh. We are looking to appoint a Site Assistant to work predominantly on the Shakespeare campus from 06:30 until 14:30 and to start as soon as possible. We would consider a job share for this position.

We are seeking an enthusiastic and reliable individual to join our school, someone who can work effectively both independently and as part of a team. The ideal candidate will have a strong work ethic, good communication skills, and a willingness to go the extra mile. This role requires a balance of tasks, including student interaction, building maintenance, cleaning, and some general DIY tasks. The successful candidates will offer; flexibility, a proactive attitude and a desire to contribute to a positive, productive environment.

Key responsibilities include:

- **Student Engagement:** Interact with and support students in a positive and respectful manner.
- **Cleaning & Hygiene:** Responsible for the cleaning and upkeep of toilets and common areas during the school day, ensuring cleanliness and hygiene standards are met.
- **General Maintenance:** Carry out basic repairs and maintenance tasks around the building, including plumbing, carpentry, and general DIY work.
- **Facilities Support:** Help with the setup of the school's day to day requirements. Inspect and maintain the physical environment, ensuring it is safe and functional for students and staff.
- **Team Collaboration:** Work effectively as part of a team, but also have the ability to work independently when required.
- **Flexibility & Reliability:** Be flexible with tasks and responsibilities, always willing to go the extra mile to ensure tasks are completed to a high standard.
- **Driving:** Ability to drive a D1 vehicle (training can be provided if necessary).

You will be joining a highly experienced site team and will be provided with support, training and full uniform.

You should have previous experience of building maintenance and repair. Any experience working in a school environment or with children/young people would be ideal. It would be advantageous

if you have a full clean driving licence, preferably including D1, and are able to drive a minibus, for which full training will be given.

We continue to be a **'good'** school. The report stated that at Crestwood *"there is a welcoming, friendly atmosphere"*. They also said that *"teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education."* In addition, Ofsted report that *"many pupils, staff and parents describe the school as a 'big family'.* This is a happy school, where staff and students want to be. The #Crestwoodfamily pervades through everything we do

As a school we take staff wellbeing seriously. We offer staff the following:

- wellbeing weeks, with no commitments scheduled after school
- free lunch every day
- free tea and coffee
- half termly cooked breakfasts
- accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One wellbeing day per year (during term-time), to be taken at their chosen time (after a qualifying period and subject to attendance)
- weekly thank you bulletin
- birthday cards
- heads discretionary leaves of absence for family events
- acts of random kindness
- access to mental health first aiders

Application Procedure

Your application must be made on a Hampshire Support Staff application form, complete with the names and addresses of two referees, and submitted either in person, by post or email to hr@crestwood.hants.sch.uk

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Closing date: **27th November 2024 12 noon**

Crestwood Community School and Hampshire County Council are 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 candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Person Specification - Site Assistant

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Level 2 (i.e. A*-C) in Maths and English 	<ul style="list-style-type: none"> ● Qualifications at Level 3 or above
Experience	<ul style="list-style-type: none"> ● Basic knowledge of building maintenance (plumbing, carpentry, painting etc) ● General DIY skills 	<ul style="list-style-type: none"> ● Previous experience in cleaning or facilities management ● A full, clean driving licence with D1. ● Experience in a similar role in a education environment ● Experience working with children or young people
Knowledge and skills	<ul style="list-style-type: none"> ● Good verbal and written communication skills ● Ability to engage with students and staff in a professional manner ● Professionally discreet and able to respect confidentiality ● Ability to work as part of a collaborative team ● Ability to work independently ● Trustworthy ● Reliability ● Able to adapt to varying workloads and schedules ● Ability to stay calm under pressure ● Flexibility and a good sense of humour 	