



Site Assistant

Permanent

37 hours per week

B/C Grade £24,796 - £26,244



Candidate Information Pack

Yateley School, School Lane, Yateley, Hampshire. GU46 6NW Tel 01252 879 222

Learning together – Empowered for life



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Headteacher: Mr P German BA NPQH
Telephone: 01252 879222
E-mail: admin@yateley.hants.sch.uk
Web: www.yateleyschool.net
Address: School Lane, Yateley, Hampshire, GU46 6NW



YATELEY SCHOOL

Dear Applicant,

Thank you for your interest in applying for this position at Yateley School. If you are looking to work in a dynamic, fast-paced and innovative school then look no further! We are always keen to find enthusiastic teachers and support staff to join our thriving and successful mixed 11-18 school of over 1300 students (with over 200 in the Sixth Form).

We hope that the information provided helps you in making your decision to proceed with an application. However, a school visit, or an informal conversation by phone or online can be equally helpful, so do feel free to get in touch.

You would be joining a warm, supportive and highly skilled team who work collaboratively to support our students. In July 2023, Ofsted noted that '*staff are proud to work at the school. They feel valued, and have confidence in the school's leadership*'.

We make every effort to ensure all candidates have equality of opportunity throughout the selection process. If you have any specific needs or accommodations we should be aware of please do not hesitate to contact the school.

I would like to take this opportunity to extend my best wishes to all applicants. Whether or not you are successful on this occasion, I wish you every success in your future career.

Yours sincerely,

A handwritten signature in black ink that reads 'P. German'.

Paul German
Headteacher



Advert – Site Assistant

Job Title:	Site Assistant
Salary:	B/C Grade £24,796 - £26,244 depending on experience
Hours of Work:	37 hours per week, 52 weeks per year
Contract:	Permanent

We are seeking to appoint an enthusiastic and reliable Site Assistant to join our site team. This is a 37-hour-per-week position, Monday to Friday, with one Saturday in three worked on a rota (a weekday off in lieu will be provided). The site operates from 6:30am to 8:00pm, and shifts will vary (typically 6:30am–2:30pm, 8:00am–4:00pm, and evening shifts).

As a Site Assistant, you will play an important role in ensuring the school is safe, clean, well-maintained, and welcoming. Key duties include maintaining high standards of cleanliness by supporting contract cleaners, looking after cleaning equipment, and following safe working practices. You will report building defects, support the arrangement of repairs, and carry out basic maintenance tasks once trained. You will also assist the Site Manager with planned maintenance, redecoration, and holiday works.

The role involves helping to operate heating, lighting, water, and ventilation systems, completing meter readings, and contributing to energy-efficient working practices. Compliance duties include routine safety checks such as water flushing and temperature monitoring, maintaining equipment and signage, and keeping accurate records.

You will support general grounds maintenance, including litter picking, leaf clearing, and minor pruning, as well as responding to emergencies such as snow and ice, flooding, or unexpected property damage. Other responsibilities include setting up rooms for exams, events, and lettings; supporting contractors working on site; ordering supplies when required; and contributing to site security through keyholding, locking/unlocking, and access control.

The role also includes regular driving of the school minibus to support student transport and school activities. A D1 licence is preferred, and MiDAS training will be provided.

Yateley School has a strong ethos of wellbeing for staff and students and is completely committed to securing the best academic and personal development outcomes for our young people as well as providing excellent professional development for staff.

Application Procedure

Interested applicants should complete the attached application form together with the personal statement within the form and address the job description and person specification in their application. CVs are not accepted. If you have any questions, please contact applications@yateley.hants.sch.uk

Closing date: Thursday 25th June 2026, 12 noon. Early applications are welcomed, applications will be reviewed on receipt, and closing could be earlier should a successful candidate be appointed.

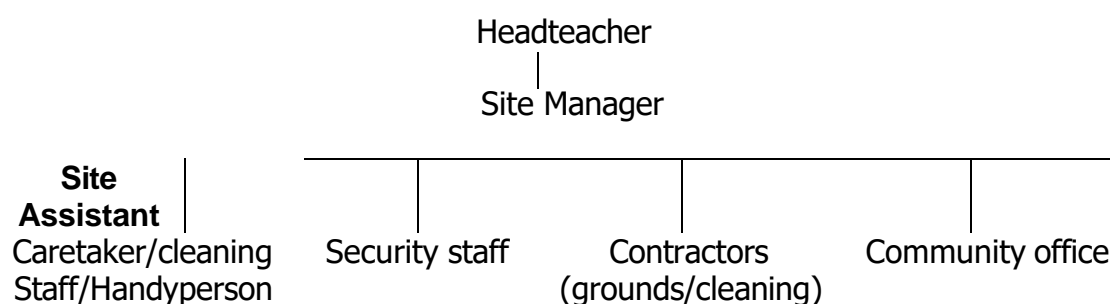
Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Job Description

	ROLE PROFILE FORM REF:	02139
1	DEPARTMENT	Education (Schools)
2	SECTION	N/A
3	GROUP SPECIALISM	N/A
4	ROLE TITLE IN FULL	Site Assistant
5	SAP ROLE TITLE (No greater than 40 characters)	
6	STATUS OF ROLE PROFILE (i.e. new, revision, generic, challenge, deleted)	Revision
6a	Date of change in status / effective date	TBC
7	ROLE REPORTS TO (Supervisor/manager's role title)	Senior Site Manager

8	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.

9. ORGANISATION STRUCTURE



10. ACCOUNTABILITIES

Accountability statements are the key functions of the role which in combination make up the main purpose. Typical examples include Resource Management, Finance, Systems, Supervision, Professional Direction, Policy, Administration etc. Select an appropriate series of headings for this role and insert in the table below:

Accountability headings	Accountability statements
Cleaning	<p>Carry out cleaning duties to an acceptable standard as agreed with line manager.</p> <p>Contribute to the development of, and operate, a schedule of cleaning for the site under line manager's supervision, following agreed procedures and standards.</p> <p>Monitor cleaning standards, ensuring acceptable levels of hygiene and report to line manager.</p> <p>Effectively use all site cleaning machinery showing regard to health and safety requirements.</p> <p>Ensure all graffiti is removed regularly.</p> <p>Hygienically clean following any body fluid spillages, showing regard to health and safety requirements.</p>
Maintenance	<p>Note and report to line manager all building and fabric defects.</p> <p>Carry out routine maintenance repairs as requested, subject to training and previous experience.</p> <p>Make the area safe and carry out emergency repairs as appropriate.</p> <p>Carry out internal and external maintenance and redecoration as instructed by line manager.</p> <p>Meet with Senior Leadership Team at half-termly maintenance meeting to contribute to planning holiday work if required by line manager.</p> <p>Operate the school heating, lighting, water and ventilation systems ensuring they are maintained to the correct standard.</p> <p>Replace light bulbs and clean light fittings as required.</p> <p>Report to line manager the condition and maintenance of fixed safety signage.</p> <p>Ensure all tools and machinery relevant to the post is serviced and maintained.</p> <p>Ensure the grounds are maintained including clearing of leaves, minor pruning, emptying of external waste bins and litter picking.</p> <p>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. responsibility for clearing snow or ice from paths for access, dealing with floods, fires, break-ins or other damage caused to school property.</p>
Stock management/ admin	<p>Move goods and school equipment within the school.</p> <p>Monitor stocks of site maintenance supplies and report to line manager.</p> <p>Maintain paper and online recording systems as instructed by line manager.</p>

Management of use of site	<p>Take and record meter readings as requested by line manager. Collect and assemble waste for collection.</p> <p>Check and adjust heating system.</p> <p>Prepare rooms for exams, lettings, parents' evenings as instructed by line manager.</p>
Supervision of contractors	<p>Supervise contractors on site ensuring all health and safety requirements are adhered to.</p> <p>Report defects to term contractor and/or line manager.</p>
Management (where staff directly employed)	<p>Provide cover in the event of cleaning staff absence.</p> <p>Respond positively to reasonable requests commensurate with the role made by members of staff.</p> <p>Identify own training needs and report to line manager. Participate in training and other learning activities and performance development as required.</p>
Security	<p>Act as a keyholder for the school. Lock and unlock, including activate and deactivate intruder alarm system as directed by line manager.</p> <p>To be on call for emergencies if agreed with line manager.</p>
Health and safety	<p>Act as Nominated Responsible Person for Asbestos Register.</p> <p>Awareness of COSHH Regulations.</p> <p>Carry out health and safety checks, including:</p> <ul style="list-style-type: none"> • 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 <p>Management of Legionella:</p> <ul style="list-style-type: none"> • Flushing – carry out weekly and periodic flushing of the water system under direction of line manager

	<ul style="list-style-type: none"> • Temperature recording – carry out water temperature recordings as directed by line manager <p>Ensure all cleaning equipment has current PAT certification. Carry out and record inspection of all access equipment.</p>
Additional	<p>Minibus driving and inspection as required, MIDAS training will be provided but post holders must have D1 on their license. Ensuring servicing and MOTs are carried out at the recommended frequency.</p> <p>Carry out and record swimming pool checks after appropriate training. Ensure that the health and safety requirements have been met following the latest guidelines. Ensure that cleaning of pool surrounds, foot baths etc is carried out as per pool procedures.</p> <p>Be aware of and comply with school policies and procedures relating to child protection, accessible access, health, safety and confidentiality, reporting all concerns appropriately.</p> <p>Ensure repairs are carried out within agreed budgets. Manage all budgets pertaining to the cleaning of the site, repairs/maintenance of equipment. Requisition site management supplies within budget allocation.</p>
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.

11. Key decision-making areas in the role

<p>Selection of staff (where appropriate) – involvement with the recruitment of cleaning staff if required by line manager.</p> <p>Stock – monitor stocks of cleaning products and PPE and report to line manager</p> <p>Deployment and allocation of work to staff (where appropriate) – deployment and allocation of work to cleaning staff, under direction of line manager</p> <p>Contractor liaison, e.g. emergency repairs and routine maintenance – report defects to term contractor and line manager</p> <p>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</p>
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- 12. Role dimension – financial (e.g. annual revenue budgets) and non-financial units (e.g. workload, customers/staff) (Non recurring budgets e.g. capital cums 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.

- 13. 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.

- 14. Working conditions –** Please state the nature of the typical working conditions, i.e. the environmental and physical factors involving physical effort or strain. Please state the frequency of occurrence, e.g. infrequent, occasional, frequent or continuous

Regular exposure to the elements (weather).

Lone working, requiring strong health and safety emphasis (use of radio/mobile phones),

Shift working covering late evenings/early mornings and weekends.

Manual handling (inc. lifting 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

15. Role requirements for operational effectiveness

Please state the essential skills, qualifications and types of experience which are required for operationally effective service delivery. Additional and desirable, attributes or qualifications, e.g. a degree or membership of a professional body should only be included, where the employing department believes that the role cannot be effectively performed without it.

Entry (necessary role-related knowledge, skills and experience at selection):

- 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.
- Willing to undertake job-related training.
- Evidence of previous team working.

Initial induction/training required to become effective in the 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-to-day tasks and cleaning specification.
- Understanding of appropriate and correct use of cleaning materials.

Operationally effective (how effectiveness in role would be 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.

16. 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

How to Apply

Interested applicants should complete the application form* together with the personal statement within the form, and address the job description and person specification in their application.

Please submit completed applications to Applications@yateley.hants.sch.uk

CV's are not accepted.

Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

If you have any queries regarding this vacancy or application process, please contact our HR department on 01252 879 222 or email applications@yateley.hants.sch.uk

*Applications are also accepted via TES and Education Jobs websites directly; all applications will be considered equally.

Safer Recruitment

Yateley 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 an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

For the successful candidate, we can offer:

- A supportive team environment
- Continued Professional Development
- Teacher Pension Scheme (for teachers)
- Local Government Contributory Pension Scheme (for support staff)
- Free on-site car parking
- Preferential rates on Gym and Swim membership at our on-site Health & Fitness facility
- On-site Nursery facility for babies and children from 3 months to 5 years (subject to availability)

School Information

We are proud of our school – exemplary teaching and determined, resilient students. The challenge of providing a rigorous and challenging curriculum, alongside the need for breadth and skills development is taken seriously, as is our resolute insistence on giving and expecting the best. The school is regularly described as having ‘high standards and a heart’ and the level of pastoral care and individualised support is integral to the ethos of the school.

The Ofsted report of 2023 opens with *‘Yateley School is a warm and welcoming community where pupils thrive’* and *‘The school’s values of ‘Ready, Respectful, Safe’ permeate all aspects of school life.’* Underpinning this is an ethos of high standards and high expectations. We work hard to create a caring and challenging learning environment where every individual can strive, enjoy and achieve and be supported to do so. The curriculum is broad and engaging and our accomplishments in cultural and sporting activities are truly inspirational. Ofsted noted that the *‘curriculum offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations.’* No child is left out and it is a matter of pride for us that whatever a child’s need, we can bring both our resources and individual care and attention to bear to ensure that every young person can thrive. *‘Pupils invariably behave well in lessons and around the school site, having respect both for each other and for adults alike.’* Ofsted. Alongside vast opportunity within the curriculum, our superb House system ensures that all students can and should participate from the first day and play a full part in the success of both House and School

We have superb provision both within and beyond the classroom and we are confident that the preparation for adult life offered at Yateley School is second to none. The school occupies a very pleasant and partially wooded site in excess of sixty acres. We have larger than average playing fields; a sports hall; a full commercial gym and swimming pool with day time school use and preferential rates for staff; a dance studio; specialist music rooms, a theatre with a dedicated audio/lighting facility; dedicated ICT suites, a community hall, dining halls and specialist teaching accommodation for Technology, Mathematics, Science, English, Humanities, Modern Foreign Language, Performing Arts and Physical Education.

History and Location

Opened in 1968 as Hampshire's first community comprehensive school, in purpose-built accommodation, Yateley School was and still is truly innovative. It has an on-site nursery, a sports centre, the town library and adult and community learning all co-located within the large and attractive site. It is now one of only four schools in Hampshire to retain a Sixth Form and this semi- autonomous part of the school is hugely successful and adds a vital dimension to the character and strength of the organisation.

Yateley School serves a mixture of rural and urban housing in and around the small town of Yateley in North East Hampshire. The Hart district of Hampshire is broadly quite affluent and nearby Fleet has been rated best in UK in a quality of life index. Yateley School's catchment is truly comprehensive and serves a broad mix of social and economic backgrounds. The school is well served by the nearby M3 and M4 motorways and there are railway stations in Blackwater (2 miles) and Farnborough (6 miles). The large towns of Reading (12 miles), Basingstoke (13 miles) and Guildford (15 miles) are all within easy reach. The centre of London is only 35 miles away.



Curriculum and Timetable

Our timetable is made up of 4 x 75-minute periods each day starting with a daily tutor time of 25 minutes, moving to 5 x 60-minute periods from September 2026. The curriculum in Key Stage 3 follows a broad range of subjects and is 3 years in duration. GCSE options are taken in Year 9 where diversity and choice are extended still further with additional subjects available for KS4 at the start of Year 10.

In KS3, after an initial settling in period, we run a timetable model based on two blocks each made up of 3 or more mixed ability tutor groups. The Arts and Humanities are taught in tutor groups, whereas Maths, Science, Languages and PE classes are set within the two blocks. English and Technology organise their classes in the same ½ year blocks using mixed prior attainment (not tutor groups) to organise their classes. Setting continues in core subjects at KS4.



We work to offer the broadest curriculum possible at KS4 and ensure a Progress 8 curriculum for all learners. This range and breadth of subjects is widened still further at KS5 with a range of courses designed to fit the needs of all learners.



We retain a Performing Arts ethos by offering courses in Music, Music Tech, Drama, Dance and Art. This has attracted accreditation including: Arts Mark, Design Mark, Sports Mark and Investors in Careers. Ofsted noted that *“the curriculum is broad and balanced”* and *“offers pupils the opportunity to study a wide range of subjects to suite their interests and aspirations.*

Creative, technical and performing arts are particularly strong” and *“pupils are supported and guided well to ensure that they follow appropriate courses for their ability”.*

This is complemented further by extra-curricular provision which provides a wide range of experiences across many areas, significant sporting success at district and county level. Arts continue to thrive with high participation rates in all areas. We continue to enhance our curriculum offer with a wide range of trips, visits and other events. *“The extensive range of extra-curricular opportunities are highly valued by pupils.”* and *“(the extracurricular activities) help pupils to develop their skills further beyond the taught curriculum”.* Ofsted

The school offers high-quality support and guidance. Four Heads of House coordinate the work of their tutor teams and to some extent operate a small school within a big school, developing a strong ethos and purpose amongst their students. Tutor Groups are by house and by year group. Positive tutoring, a detailed tutor programme and personal mentoring are regarded as the cornerstones of the ethos of the school and underpin all we do; tutors are the first port of call for students and parents.

Mission Statement, Vision and Values

Our mission is for Yateley School to be the pride of the community it serves, with exceptional progress for all, expert teaching and a curriculum fit for the future. Our school community will be confident, fulfilled and with consistently outstanding attitudes to learning

Yateley School exists to provide an excellent quality of education for the entire community that it serves; advancing education, learning and opportunity for the public benefit. Our school enables young people to understand, challenge and improve the world in which they live; to value their culture and accept those of others. Yateley School strives to develop responsible young adults who have the resilience and commitment to lead fulfilled lives and contribute positively to their society and to the environment.



Centre of Excellence

Our school is a proud and accomplished centre of excellence



Dynamic

Our school is exciting and engaging - it is a dynamic place to learn



Ambitious

Our school is a place where confidence and ambition are built



Valued

Our school is a place where every individual is valued, challenged and trusted make great teams. Everyone is significant, everyone has value and everyone has purpose



Inclusive

Our school is an inclusive community where values are lived and where relationships are nurtured



Compassionate

Our school is a compassionate community which notices and cares - where wellbeing matters



Sustainable

Our school is a responsible community that values our environment and is committed to a sustainable future



Passionate

Our school is a team with a passion to deliver our best and a resolve to be our best



Enjoys and Achieves

Our school is where success is counted in enjoyment and happiness as well as unrivalled progress and achievement

Our Learning Values

Our Learning Values are captured by our Ambitious, Curious and Tenacious (ACT) philosophy to learning.



Ambition: We believe that everyone can play a significant role in identifying, nurturing and developing ambition. We must create an environment that supports driven individuals, and encourages others to join them in wondering what can be achieved.

Curiosity: A good question can open minds, shift paradigms and force the uncomfortable. We can help create thinkers. We believe that it is more important for our students to ask their own great questions – and more critically, their willingness to do so and seek answers.

Tenacity: Staff and students will persist more when they are treated fairly and with respect, whilst understanding that life is often challenging. Collectively, we will show tenacity in pursuit of personal excellence and we will set high expectations of what we can achieve together.

Our Behavioural Values

Our Positive Behaviour values are captured by the principles of being Ready, Respectful and Safe.



Ready: It is important that we are always ready for the day ahead and the learning possibilities. This begins each day by arriving on time and correctly equipped. It then flows into having a positive mindset and attitude in all learning opportunities to enable us to tackle the challenges that lie ahead.

Respectful: A key quality for everyone is to show respect. We must be supportive and listen to others, follow expectations and guidance and respect other people's property within the school and community. Being respectful will create a calm and positive place of work and study.

Safe: We encourage everyone to be safe in all that they do within school and community. This includes being safe in physical interactions, looking after ourselves and others and being aware of how to use online resources like the Internet and social media appropriately.

Further Information

Please do visit our School website for more information and recent news



<https://www.yateleyschool.net/>

