



August / September 2025

Site Assistant

B Grade – Part Time or Full Time
25 - 37 hours per week – 52 weeks per year
FTE Salary: £24,348

Group 4 school
Number on roll presently: 630

Gull Coppice
Whiteley
Fareham
Hampshire
PO15 7LA

Tel: 01489 881601
Fax: 01489 881740
e-mail: adminoffice@whiteley.hants.sch.uk
website: www.whiteleyprimary.co.uk

Headteacher: Mrs. Lesley Pennington

Deputy Headteacher: Ms Kate Bolton

Thank you for your interest in the site assistant position that we are currently advertising. As part of this application pack, you will find information about

- **the context of our school**
- **the site team**
- **job description**
- **person spec**

We also welcome and encourage visits to the school – feel free to come for an informal chat with our site manager.

Context of the school

Whiteley Primary School initially opened in temporary accommodation in September 1997. We moved into the new school building in February 1999 and the accelerated growth in numbers of families to the area caused the school to be extended from a 2-form entry to a 3-form entry primary school. The school is well regarded by the community and now has 630 pupils on roll – it is oversubscribed with waiting lists in a number of year groups. The school has below average numbers of pupils in receipt of pupil premium and low numbers of pupils with Special Educational Needs.

The school is set within extensive grounds which include woodland areas, playground spaces, a pond and an all-weather pitch.

At our last inspection in July 2025, Whiteley Primary School was graded as ‘Outstanding’ in all areas of the inspection. We strive to maintain this status as we continue to develop the provision we offer to the children of Whiteley, and we are keen to employ staff who can fully support our vision – ‘A Place to Smile’:

S – Success (Believe you can succeed, and be the best you can be)

M – Mutual Respect (Respect yourself, respect others, respect your surroundings)

I – Inclusion (Value difference and overcome barriers)

L – Life-long learning (Inspired to learn – at home, at school, for life)

E – Enrichment (Explore, experience, challenge – within the curriculum and beyond).

The Site Assistant Role

Please see the job description and person specification overleaf for further information about the specific role.

The Site Team

The site manager at Whiteley Primary School is supported in the management of the site by two site assistants. Their work is overseen by the site manager, and each has certain specific roles on a daily basis, although teamworking is essential and we aim for both site assistants to know the routines for opening/locking up the school, as well as some key health and safety tasks, to ensure coverage for essential tasks in the absence of a member of the team. Both site assistants are part of the wider cleaning team and work together to ensure the effective induction and deployment of our cleaners (we have 5 additional cleaners working 2hrs per day).

The core hours (35hrs) for the vacant site assistant position are from 9.45 to 5.15pm Tues - Friday (10.45 to 6.15pm on Mondays to include the lock up of the school building and site). Depending on the skills and requirements of the successful candidate, the hours could be reduced (no fewer than 25hrs) or increased by 2 hrs to make this a full-time position. The focus for this role is assisting with the day-to-day management of the site, particularly the upkeep of the grounds, as well as some day-to-day maintenance, assisting with health and safety checks, and being part of

the cleaning team (2hrs per day). There is some flexibility with the hours for this position, which can be adapted to the needs of the site, or to provide cover.

The second site assistant works from lunchtime through to the evening, locking up the school at the end of the day from Tuesday – Friday and supervising the cleaning team and evening lettings.

Between the site manager and the site assistants, there is usually someone from the team on site at all times. As well as the regular, daily/weekly tasks, this also enables someone to be available to respond to emergency site issues during the school day, supervise contractors, receive and support deliveries to the school, as well as manage the day-to-day maintenance of the site. There are also times during the day when the site manager can be supported directly by the site assistants to carry out tasks requiring more than one pair of hands.

Our site team are able to take holidays during term time, provided that the site manager and site assistants' leave are taken at different times.

During school holiday periods, hours may be adjusted according to the needs of the site.

Training

Training courses provided by Hampshire County Council will form part of the successful candidate's induction. Thereafter, face to face training and e-learning materials will be used to ensure that the site assistant remains compliant with health and safety requirements. Training will include moving and handling, and ladders and stepladder safety - some heavy lifting and use of ladders will be required within the role. Ideally, the successful candidate will be willing to receive PAT training to enable them to carry out the annual PAT testing requirements for the site.

Application Process

Visits to the school are welcomed to meet the site manager. Please phone or e-mail to arrange a time to visit. The closing date for applications is **noon** on 9th July with interviews planned for the following week. If you do not hear from us by 16th July, please presume that you have been unsuccessful in this instance.

Applications may be posted or e-mailed to adminoffice@whiteley.hants.sch.uk. Please note that you must use the HCC application form – we do not accept application by CV.

To help us in the short-listing process, **your supporting statement should address the person specification and clearly include the following:**

- Why you are applying for this position.
- The experience and skills you have which are relevant to this position.
- What hours (min/max) you are seeking/available for.

Supporting statements should be **no longer than 2 sides of A4**. Please use font size 12.

Whiteley Primary 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 Criminal Records Bureau checks along with other relevant employment checks.