



APPLICATION PACK:

ASSISTANT SITE SUPERVISOR

(part-time and term-time only)



Assistant Site Supervisor (part-time)

Salary: Grade D (equates to £16467 to £18117 per annum) *pay award pending*

Hours: 25 hours per week (Monday to Friday)/40 weeks per year

Start date: September 2026

We require an Assistant Site Supervisor on a permanent contract starting September 2026, to work for 25 hours per week/40 weeks per year (Monday to Friday).

Times of work will be 5am to 10am (40 weeks per year)

The main purpose of the role is to provide a comprehensive and flexible caretaking service to meet the changing needs of the school. Daily tasks include unlocking all site buildings and identifying and reporting any security concerns, cleaning of offices, water machines and external undercover dining tables. Other tasks include portering, setting up and clearing away furniture for meetings/exams/community use, day to day housekeeping tasks, ensuring stocks of hygiene, cleaning and site supplies are maintained and replenished around the school site, litter picking and emptying of external waste bins, emergency cleaning and maintaining site security. In addition, the successful applicant will be able to provide general maintenance services to the facilities and school grounds. There will be a requirement to attend necessary training, internal and external.

Applicants should be reliable and trustworthy, be able to exercise initiative, work flexibly and prioritise tasks, have a good level of fitness and any experience in areas such as general DIY type repairs would be useful.

The application pack and application form are accessible via <https://www.cowplainschool.co.uk/about-us/vacancies/>. If you have any queries, please email a.simmons@cowplainschool.co.uk. If you wish to apply for this post you will need to return a fully completed 'The Cowplain School' application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

The closing date for receipt of applications is Monday 31st August 2026 at midday.

The Academy reserves the right to interview earlier should suitable candidates apply.

The Cowplain School is 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.



Join us on our journey to excellence!

Thank you for your interest in the post of **Assistant Site Supervisor** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

This is an exciting time to be joining the school; I took up the post of Principal in 2013 and am looking for an Assistant Site Supervisor to join myself; a superb leadership team; a committed staff and a knowledgeable governing body to take the school forward.

I know that applying for a new position is a big decision so I thought it would be useful to explain why I think The Cowplain School is the right choice for your career; Firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, we have an exciting challenge ahead of us to raise the standards of attainment and achievement in the school.

Thirdly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach or work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

As a school, we have a curriculum which focusses on three key strands: *working hard; developing character; and understanding diversity*. We believe it is vital to educate the whole child, so we have a strong commitment to the personal development of students at Cowplain. I am extremely ambitious for the school and its students and require staff who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful, I can offer you the chance to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website www.cowplainschool.co.uk. To receive more information, arrange a visit or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Principal: a.simmons@cowplainschool.co.uk

Once again, thank you for your interest in the post.

Ian Gates
Principal



Information for applicants

Grade D (equates to £16467 to £18117 per annum) *pay award pending*

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Job Description

Post Title:	Assistant Site Supervisor (part-time)
Grade:	Grade D
Responsible to:	Site Manager
Hours of work:	25 hours per week (40 weeks per year) – Monday to Friday inclusive Times of work will be 5am to 10am each day
Job Purpose:	To provide a comprehensive and flexible Caretaking service to meet the changing needs of the School.

Principal Responsibilities/Duties:

Caretaking

To undertake caretaking duties as directed by the Site Manager, to include:

- Porterage
- Setting up and clearing away furniture for examinations etc

To take responsibility, when appropriate, for the management of the site, including the following tasks:

- Day to day “housekeeping” items
- Identifying required preventative maintenance measures and anticipating where possible repairs of the building fabric and furniture
- Recommending cyclical maintenance requirements to the Site Manager

Cleaning

To undertake daily monitoring according to procedures agreed with the Site Manager to ensure appropriate standards are achieved and maintained by cleaning contractors.

To undertake cleaning (emergency or otherwise) where necessary at the direction of the Site Manager.

Community Use

To undertake duties as directed by the Site Manager:

- Provide a full range of caretaking duties when the school is being used for community activities
- Set up and clear away furniture and make other arrangements as necessary for community use and to ensure rooms are ready for subsequent school use
- Deal positively with enquiries and requests for assistance from community users
- Respond to specific requests from the Community Assistant
- To undertake other duties to facilitate the smooth running of community activities

Grounds

To carry out such duties, as directed by the Site Manager:

- Litter picking of external areas throughout the site
- Emptying external waste bins on site and taking waste to the collection area

Maintenance and Repairs

To undertake maintenance and repairs at the discretion of the Site Manager including:

- Regular maintenance of internal and external areas
- Preventative maintenance
- Minor building repairs
- Furniture repairs
- Painting and decorating
- Emergency repairs

To direct contractors on site and provide appropriate assistance and facilities.

Security

To undertake routines to safeguard the security of the site and its buildings and in particular to:

- Locking up, and security for the night/weekend, of the school site
- Carry out regular external patrols
- Ensure buildings are secure when not in use, with particular reference to sensitive areas
- Monitor the parking of vehicles on the site as directed by the Site Manager and to deal tactfully but firmly with vehicles parked without authority
- Carry out regular checks of CCTV monitors

Utility Services

To undertake regular checking and recording of services according to rotas agreed with the Site Manager to cover:

- Alarms and emergency lighting
- Heating system
- Usage of gas, water and electricity

Other duties

To carry out such other duties as may reasonably be requested by the Principal or Site Manager.

Person Specification

Applicants should:

- Be reliable and trustworthy
- Have excellent timekeeping and attendance records
- Be sensitive to the needs of the School, its staff and its students
- Be able to work as a member of a team and develop positive working relationships with all members of the School's staff and outside contractors
- Be able to exercise initiative, to work flexibly and to prioritise tasks
- Have the skills to carry out minor building maintenance, repairs and redecoration
- Be able to carry out minor grounds maintenance work
- Have some knowledge or experience of caretaking and relevant Health and Safety requirements (this would be an advantage)