



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY



Site Assistant - Salary: £25,185 - £25,583 pa pro rata

20 hours per week school term time only - Required Immediately



Thank you for your interest in joining our team at St Catherine's College.

We are delighted to have the opportunity to share the information for this role with you. We invite you to take a moment to explore our website at www.stcatherines.college, to find out more about us. We hope you find these resources helpful, as you consider this exciting opportunity.

St Catherine's College is situated on the sunshine coast, beautifully set between miles of unspoilt coastline, part of the South Downs National Park, Beachy Head and 1066 country. Eastbourne is a wonderful place to live and work.

As a Church of England Academy and part of the Diocese of Chichester Academy Trust, we are unique in East Sussex. We are committed to putting our students at the heart of everything we do. We believe that by emphasising high standards and firm boundaries, all underpinned by our Christian vision and values, we create a safe and nurturing environment where students can thrive.

St Catherine's College prides itself on forging strong relationships with families, students and staff alike. We are always hugely oversubscribed as a result of the high standards and values we promote.



At St Catherine's College, we take great pride in our talented and highly motivated staff and students. Our team works tirelessly to provide the best possible learning experience, and we value the unique contributions of every member of our community.



We provide a welcoming and supportive environment for staff where we actively promote opportunities for personalised CPD. All our staff are precious to us; their health and wellbeing is of paramount importance and therefore we offer a highly subsidised membership to Benenden Private Medical Healthcare.

Our vision is to prepare our students to excel locally, nationally, and globally, to become independent learners and responsible citizens, and to embrace the challenges of an ever-changing world. We believe that education is not only about academic excellence, but also about nurturing the values, attitudes, and behaviours that enable individuals to learn to live together in a supportive, accepting, and compassionate manner.



We strive to empower every student, regardless of their background, to become an active participant in shaping their community and society. By focusing on life skills such as communication, collaboration, and self-motivation, we equip our students with the tools they need to become confident, aspirational, and resilient individuals.

We are delighted that you are considering applying for this post. We look forward to working together to enable our students to excel and flourish in their secondary education and beyond. As Jesus said, **'I have come that you may have life, and have it to the full' (John 10 v10b)**. We believe that by working together, we can help our students achieve their fullest potential.



Staff "set very high standards for students' behaviour. Students respect these expectations. As a result, behaviour is good in this school and classrooms are calm and purposeful." *Ofsted*

"There is powerful team camaraderie present in this school. Staff work very well together to help students fulfil their potential." *Ofsted*

The Post

We are seeking a dedicated School Site Assistant to join our team. The School Site Assistant will play a crucial role in maintaining the cleanliness, safety and functionality of our school site and facilities. The ideal candidate will be proactive, have a high attention to detail and be able to work effectively both independently and as part of a team.

The successful candidate will have a keen interest and flair for one or more of the following areas: building, carpentry, plastering, glazing, plumbing or electrician. Applicants who have experience in general DIY will also be considered.

The Benefits of Working at St Catherine's College Include:

- Local Government Pension Scheme
- A friendly, supportive and caring staff team
- Very well-behaved students who are ambitious, hardworking, resilient, and responsible
- Highly visible, supportive senior leaders
- Excellent career development opportunities
- Subsidised membership to Benenden Private Medical Healthcare
- A fabulous, sociable staff room with complimentary tea and coffee
- Free flu vaccine
- A café that serves at breakfast, break and lunch, using freshly sourced ingredients
- Free parking

"Students and adults thrive in this caring community that celebrates love at its core." (Inspection 2023)

"As a result of the rigorous routines used across the college, students are ready to learn and swiftly engage in lessons. This ensures that the atmosphere throughout the college in lessons and social time is calm, purposeful, warm and inclusive." (SIAMS Inspection 2024)

Job Description

Post: Site Assistant

Grade: Single Status Grade 4 £25,185 - £25,583 pa pro rata

Responsible to: Site Manager

Actual salary: £11,769

Purpose of the Job

We are seeking a dedicated School Site Assistant to join our team. The School Site Assistant will play a crucial role in maintaining the cleanliness, safety and functionality of our school site and facilities. The ideal candidate will be proactive, have a high attention to detail and be able to work effectively both independently and as part of a team.

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Main Duties and Responsibilities

- To carry out general maintenance on-site as directed by the Site Manager.
- To carry out classroom and office refurbishments as directed by the Site Manager.
- To ensure that the school site remains a safe and secure place for students, staff and visitors.
- To complete statutory checks as directed by the Site Manager.
- Manage sub-contractors in the absence of the Site Manager.
- To be a first aider.
- Willingness to undertake training and attend meetings as and when required.
- The post holder will be required to work without direct supervision, therefore initiative, motivation and drive are key qualities for the post holder.
- To ensure that the school site is well presented and free of litter. The role will include some aspects of cleaning.
- Conduct regular inspections of the school grounds and facilities to identify any maintenance or health and safety concerns.
- Assist with setting up and breaking down equipment, furniture and materials for school events, meetings, and activities.
- Support the school's safety protocols by promptly addressing hazards, ensuring emergency exits are clear, and participating in fire drills and health and safety training.
- Collaborate with other staff members to coordinate maintenance schedules and prioritise tasks based on urgency and importance.

- Maintain a positive and professional demeanor when interacting with students, staff, and visitors, providing assistance and support as needed.
- To respond to out of hours call outs in the event of an alarm trigger or emergency. (Additional hours can be claimed).

Person Specification

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good basic education 	<ul style="list-style-type: none"> • First Aid Qualification
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of IT to enable accurate record keeping • A keen interest of building work, decoration and maintenance (or DIY). • To ensure that the school remains a safe and secure place for pupils, staff and visitors 	<ul style="list-style-type: none"> • Knowledge of one of the following areas: building, carpentry, plastering, glazing, plumbing or electrician.
Experience	<ul style="list-style-type: none"> • Experience of building maintenance work or DIY. • Experience of undertaking a range of caretaking and cleaning duties • Experience of using IT in order to write and respond to emails. 	<ul style="list-style-type: none"> • Experience of working in a school / college • Experience of working with the public • Previous experience of being a first aider • Experience of one of the following areas: building, carpentry, plastering, glazing, plumbing or electrician.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Ability to develop efficient record keeping systems • Ability to use initiative • Have the ability to deal with unexpected situations • Ability to work under pressure • Ability to organise and prioritise own workload • To establish and maintain positive relationships with all stakeholders • Team player • Ability to be proactive • To be able to remain calm under pressure 	

Person Specification continued

Attributes	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• You will be proactive• Ability to liaise and build positive relationships with external stake holders• Able to show sensitivity and objectivity in dealing with confidential issues• A commitment to equal opportunities, inclusion and comprehensive education• Commitment to safeguarding and promoting the welfare of children and young people• A positive and enthusiastic work ethic• High standards and attention to detail• To positively promote the college's aims and ethos• Willingness to participate in further training and developmental opportunities• A flexible approach• Good health and attendance record	

Your Application

Completed application forms and letters of application should be sent directly to the college addressed to swindsor@stcatherines.college

The closing date for this post is 12 noon on **Monday 26 January 2026**.

Please note that we reserve the right to consider applications as they arrive.

Please use the standard application form accompanied by a letter of application. We are unable to consider CVs in place of application forms unless you are a person with a disability and a CV is the most convenient method of applying. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings.

St Catherine's College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject, or identify people who might abuse children or are otherwise unsuited to working with them. An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

For more information about this position, to organise a tour of the College or to have a confidential discussion about the role, please contact Sandie Windsor, Head of Personnel, on 01323 465469.

