



# Site Assistant

**TreeHouse School**

Job description, 2026

# Job description

<b>Job title</b>	Site Assistant	<b>Team</b>	Site Team at THS
<b>Job band</b>	£30,784 per annum	<b>Reporting to</b>	Estates Manager
<b>Hours</b>	40 hours a week (8am – 5pm) All Year Round (30 days annual leave)	<b>Line manages</b>	N/A

## Role purpose

To support the Estates Manager in maintaining a safe, secure and well-presented school environment. The role includes carrying out caretaking, cleaning and minor maintenance tasks, assisting with site security and supporting the smooth running of school activities and events. The postholder will contribute to ensuring the school provides a positive, safe and welcoming environment for all stakeholders.

## Site Maintenance & Repairs

- Carry out day-to-day caretaking and cleaning duties as directed by the Estates Manager
- Undertake minor repairs and maintenance as directed by the Estates Manager
- Ensure that the school is kept clean and tidy and is conducive to learning including daily toilet checks, replenish of dispensers and clearing up all bodily fluids after accidents and incidents
- Ensure the school grounds are clean, safe and well-maintained including litter picking and daily visual checks of the playgrounds and their equipment recording this on SafetyCulture with evidence
- To maintain the school vehicles ensuring cleanliness and basic mechanical checks
- Support the management of waste and recycling across the site
- Ensure the set up and take down of meeting and training rooms for events, meetings and training programmes

## Health and Safety

- Be vigilant in respect of health and safety helping to promote a culture of health and safety within the school reporting concerns when necessary
- Complete all Health & Safety compliance training, ensuring understanding of DfE and HSE regulations
- Support the Estates Manager in ensuring that compliance checks are completed recording these on SafetyCulture
- To maintain all storage and communal areas of the school in a safe and tidy state
- Ensure the site is secure at all times, reporting any security concerns promptly
- To act as a key holder
- Play a role in emergency procedures (eg fire) as required

## Additional Duties

- Ensure that all actions on SafetyCulture and the Facilities HelpDesk are completed and closed
- Work flexibly as part of the Site Team, supporting all colleagues as required including a shift rota
- Oversee gate duty and traffic management procedures at the start and end of the school day, ensuring the safety of pupils, staff, parents and visitors
- Monitor gate and traffic arrangements, addressing any issues promptly and escalating concerns where necessary to senior leadership
- Communicate effectively with all stakeholders, ensuring professionalism at all times
- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autism's Equality, Diversity and Inclusion policy and procedures

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Headteacher.

# Person specification

Role and band competencies	Essential
<b>Specific knowledge, experience and technical skills</b>	
1. GCSE English and Maths (or equivalent)	X
2. Practical skills in cleaning, basic maintenance and repair work	X
3. Knowledge of IT and the ability to access databases to record information accurately	X
4. Awareness of health and safety procedures and ability to apply regulations such as Manual Handling, COSHH, Water Hygiene etc	X
5. Willingness to undertake training relevant to the role as and when required	X
6. Ability to organize workload and complete tasks to a high standard	X
7. Ability to work as part of a team, independently and use initiative within agreed guidelines	X
8. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
<b>Personal attributes</b>	
9. Good communication and interpersonal skills	X
10. Reliable, proactive and flexible approach	X
11. Willingness to undertake continuous professional development	X
12. Physically and mentally fit and able to carry out the duties of the role	X
13. Takes pride in maintaining a clean, safe and welcoming school environment	X
14. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>Monday 4 May 2026</b>
Candidates informed of outcome of application	<b>W/C Monday 4 May 2026</b>
Interviews	<b>W/C Monday 11 May 2026</b>

## Equal opportunities monitoring

*Ambitious about Autism is committed to fostering equity, diversity, and inclusion at every level of our organisation. We warmly welcome applications from all qualified candidates, valuing the diverse backgrounds, experiences, and perspectives they bring. We encourage applications from individuals regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender identity or expression, marital or civil partnership status, pregnancy or parental status, disability, or age.*

*Our recruitment process promotes equal opportunities, and we are committed to providing reasonable adjustments for candidates with disabilities or additional needs throughout the recruitment process. Please contact our Recruitment Team for accommodations. We recognise disability as a physical or mental impairment that significantly and long-term affects a person's ability to perform day-to-day activities, as defined by the UK Equality Act 2010. All applications will be considered solely on merit, aligned with our mission to support autistic children and young people.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check. As part of our Safer Recruitment checks, an online search may be carried out in line with Keeping Children Safe in Education.*

*The Safeguarding responsibilities of the post as per the job description and personal specification.*

*Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendment to the Exceptions Order 1975, 2013 and 2021. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS Filter Guidance.*



**Ambitious about Autism** is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions. We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

## Contact us

### TreeHouse School

The Pears National Centre for Autism Education  
Woodside Avenue, London N10 3JA

☎ 020 8815 5424 📠 020 8815 5420

✉ [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

🌐 [treehouseschool.org.uk](http://treehouseschool.org.uk)

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Ambitious about Autism is a registered charity in England and Wales: 1063184 and a registered company: 3375255.

## How to find us

### Public transport

We're a short walk or bus ride away from Highgate and East Finchley Tube stations. Both are on the High Barnet branch of the Northern line. Bus routes 43 and 134 run nearby from Highgate Tube and routes 102 and 234 from East Finchley Tube.

### Travelling by car

Parking is available on our premises if there is space available. Cars should be parked in designated spaces only.

