# Recruitment Pack

# Site Assistant

**ROLE**

Contract: Permanent, Full Time

Closing Date: Wednesday 18th November 2026

Salary Range: NJC Band A (£25,949 - £26,016 per annum, pro rata) All Year-Round Position.

Thank you for your interest in the role of Site Assistant at Wetherby High School, this is an exciting opportunity for a talented individual to join our Team.

At Wetherby High School all our staff are deeply committed to ensuring every child receives an outstanding education. Our curriculum, teaching and pastoral care enable students to achieve at the highest academic level, unlocking doors to the future of their choice.

Our staff and students are ambitious to be the best version of themselves. That ambition extends way beyond their academic excellence. We want our students to reach their full potential academically and as young people moving into adulthood. We understand that central to this is developing character and a sense of social responsibility.

We place the children and their personal success at the heart of all our work which means that sometimes we do not take the easiest path, but the path that is right for each individual child. We know that when a child feels safe, happy and supported they thrive.

Strong relationships, developed through our coaching groups and staff circles, are a critical feature of our close and caring school community. Simply put we know our staff and children well and this ensures we offer a supportive and fulfilling learning environment with lots of opportunity to develop leadership potential in staff and children.




**“Working at Wetherby has shown how fundamental and necessary relationships are in teaching. I've loved being a coach and supporting students to thrive, academically as well as pastorally.”** Casey, Teacher of English

Our strong and distinct **Values** underpin all the work we do, they are lived out day to day in our policies, practices and interactions.

KNOW OUR CHILDREN WELL

PARTNERS IN LEARNING

ENJOY AND ASPIRE

CHARACTER FOR ACHIEVEMENT




Our commitment to a **Restorative Practice** approach benefits both children and staff supporting the development of strong relationships which ensure everyone feels valued and listened to. This high support and high challenge approach way of working with pupils and staff supports wellbeing through the development of:

- a feeling of belonging and acceptance
- a sense of school community all moving in the same direction
- understanding how actions can affect others
- helping to choose to and want to do the ‘right thing’
- developing social and emotional literacy
- developing character and a sense of civic responsibility
- learning how to move through conflict constructively together

The **Coaching Programme** at Wetherby High School is fundamental to ‘knowing our children well’ and in forming the strong relationships that are crucial for our school community. Coaching groups have approximately ten students (coachees) and one member of staff (coach). The groups are ‘vertical’ meaning they consist of coachees from Year 7 to Year 11. We meet as coaching groups three times a week; a Monday morning, Wednesday afternoon and Friday afternoon.




Our **House Structures** provide a further sense of belonging for our pupils and staff. As well as encouraging a strong positive competitive drive through inter-house competitions and events, pupils are encouraged to engage in a wide range of enrichment activities and opportunities, ensuring an inclusive approach for all.

BREMNER HOUSE

ROBINSON HOUSE

TOMLINSON HOUSE

TRUEMAN HOUSE

**Welcome from the Headteacher**

Many thanks for expressing an interest in the post of Site Assistant.  I hope you find the enclosed information useful in preparing your application.

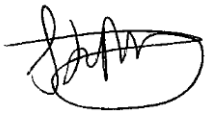
Wetherby High School is a vibrant and welcoming school with inclusive values at the centre of all our work. We believe all our students deserve to have adults around them that are committed to doing all they can to help them succeed in all areas of life. Wetherby High School is in an exciting phase of development, with a new state of the art building for the school community planned be ready in the near future.

The staff at Wetherby High School work exceptionally well together as a team and this post is a key role in providing support to colleagues in a number of different roles.  This is therefore a very exciting position that will appeal to an ambitious individual seeking a varied and interesting opportunity to utilise and develop key skills. Wetherby High School is committed to providing high quality continuous development for all our staff. Our wide range of enrichment, extra -curricular activities and community builders provide our staff with opportunities to get involved and share their interests and hobbies alongside their professional knowledge and expertise.

If you believe that you have the skills and attributes required of this role, please forward a covering letter outlining the reasons for applying for this position, a copy of your Application Form, via email to hr@wetherbyhigh.co.uk



Yours faithfully



Samantha Jefferson

Headteacher




**“The sense of community is what I love the most about working at Wetherby. There are so many opportunities to build relationships with not only children, but other members of staff. It is those strong relationships that allow us to support and challenge each another to ensure the very best provision for children each day”** Sarah, Senior Leader

**Job Description**

| | |
|---|---|
| **Job Title:** | **School Site/Facilities Assistant** |
| **School:** | **Wetherby High School** |
| **Pay Range:** | **A3** |
| **Responsible to:** | **Site Manager** |

**Role:**

Under the direction/instruction of the Site Manager and/or Superintendent assist in the provision of maintenance and security services on school premises thereby ensuring a safe and clean working environment.

To carry out cleaning, porterage and basic general maintenance tasks under the direction of the Site Manager and/or Superintendent.

To provide excellent customer service to staff, visitors and local residents while dealing with any issues that arise, ensuring the Site Manager and/or Superintendent are notified of any issues.

**Main Duties**

**Security:**

- Lock/unlock school buildings and areas as required, ensuring the site is secured at lock up.
- Assist with regular security and maintenance checks.
- Operate alarm systems where appropriate.
- Cover lettings as required providing operational support to ensure the site remains clean and safe throughout agreed lettings, providing excellent customer service and reporting any issues in a timely manner.
- Escalate any issues to the Site Manager and/or Superintendent in a timely manner.

**Cleaning and Maintenance:**

- Assist with minor/simple repairs e.g. changing light bulbs, unblocking drains, repairing door furniture, painting, plastering.
- Support the safe operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake general cleaning duties including graffiti removal, litter-picking, mopping, vacuming and sweeping.
- Undertake emergency cleaning duties as required, ensuring all areas are left safe and clean.
- Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site if requested by the Headteacher or Site Manager.
- Undertake activities to maintain safe and clean external environment e.g. clearing of ice or snow and gritting external areas.
- Assist with the maintenance of school equipment.

**Resources:**

- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed by the Site Manager and/or Superintendent
- Refill and replace consumables e.g. soap and towels
- Report faulty equipment and other maintenance requirements to appropriate person

- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

**Organisation:**

- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate cleaning and maintenance equipment in accordance with instructions

**Responsibilities:**

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Comply with health and safety policies and procedures at all times
- Promote and ensure the health and safety of students, staff and visitor (in accordance with appropriate health and safety legislation) at all times
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To provide and assist with hospitality requirements where necessary.

**General Duties:**

To support school events and attend as required.

- To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy.
- To undertake ad hoc duties as may be required by the Headteacher and / or Senior Leadership Team from time to time.
- To assist with the supervision of students out of lesson times, including before and after school, break and lunchtime.
- To manage personal and sensitive data as required, maintaining confidentiality at all times.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner.
- To adhere to school policies and procedures.
- Support and promote the school's policies on Diversity and Equality of Opportunity

**We expect all our staff to:**

- To fulfil the role of coach to a small group of students and participate fully in training as required.
- Support and uphold the school ethos.
- Display commitment to Restorative Practice.
- Display commitment to the protection and safeguarding of children and young people.
- Continue their personal development.
- Participate in Flexible Learning activities

**Health and Safety**

- The postholder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work**.**

**Variation in Role**

Given the nature of the role, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post.

**Any Special Conditions of Service:**

- There is a requirement to submit to an Enhanced Disclosure and Barring background check.
- There may be a need to occasionally work outside of school hours and off school premises by the
- school.
- No smoking policy.

**Wetherby High School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.**

## Person Specification

| SKILLS | Essential | Desirable |
|---|---|---|
| Ability to work as part of a team. | * | |
| Ability to relate to people in person and on the telephone. | * | |
| Ability to deal with day-to-day issues on own initiative. | * | |
| Ability to move heavy furniture. | * | |
| To possess basic DIY/maintenance skills. | | * |
| Ability to present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all. | * | |

| KNOWLEDGE/QUALIFICATIONS | Essential | Desirable |
|---|---|---|
| Participate in development and training opportunities. | * | |
| Awareness and understanding of basic safety and security measures. | | * |
| Working knowledge of relevant policies/code of practice/legislation. | | * |
| Knowledge of Health and Safety procedures and precautions. | | * |
| Knowledge of COSHH regulations. | | * |
| Awareness of health and hygiene procedures. | | * |
| Knowledge of moving and handling procedures. | | * |
| Knowledge of basic fire regulation requirements. | | * |
| Knowledge of using mechanical cleaning equipment. | | * |

| EXPERIENCE | Essential | Desirable |
|---|---|---|
| Experience of working as part of a team. | * | |
| Handyperson experience. | | * |
| Caretaking/site-keeping experience in a school or similar environment. | | * |
| Experience of working within a cleaning environment. | | * |
| Experience of organising work tasks and duties to meet appropriate service standards, i.e. in terms of timeliness, accuracy and customer care. | | * |
| Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care. | | * |

| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Essential | Desirable |
|---|---|---|
| Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | * | |
| Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies | * | |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | * | |
| An ability to respect sensitive and confidential work. | * | |
| Commitment to own personal development and learning. | * | |

We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

All appointments will be made subject to an enhanced DBS disclosure.

We promote diversity and want a workforce which reflects the population of Leeds

# Staff Benefits

## Wellbeing and Fitness

**Bodyline Fitness Membership**
Flexible membership with a 30 day cancellation notice period at the same rate as annual membership.

**Discounted Hairdressing and Beauty Service**
Leeds City College – the Salon Leeds
0113 245344
Discounts on all services (some via appointment only)
Book via www.thesalonleeds.co.uk

**Simplyhealth (Leeds Hospital Fund)**
Access to discounted health benefits

**APL Smart Clinic**
Access expert support and advice for life's ups and downs 24/7, 365 days a year. Access support when you need it, including counselling, physiotherapy and stress management

## Leisure and Shopping

**Vivup Employee Benefits**
www.vivup.co.uk/users/sign_up
Under organisation choose: Leeds City Council – VA Schools

**Discounts for Teachers**
(available to all school staff)
www.discountsforteachers.co.uk

**Teacher Perks**
(available to all school staff)
www.teacherperks.co.uk

## Services

**Commuter Travel Club**
Discounts on bus tickets
www.firstbus.co.uk/buy-tickets/corporate-travel/commuter-travel-club-employee-information

**O2 offer**
Up to 25% off your Airtime Plan when you buy a new phone or tablet on O2 Refresh. With the employee discount programme, O2 Open using code LCC17.
www.o2.co.uk/open

## Employment Benefits

**Access to a good pension scheme**
Through either the **Teachers Pension Scheme** or **West Yorkshire Pension Scheme**

**National College Membership**
www.nationalcollege.com

**Wetherby High School CPD**
Access to a wider range of personalised, bespoke CPD

**Generous holiday allowance**

**Generous Maternity, Paternity and Adoption policies**

## Guidance for Applicants

### Application Form

Please complete the Application Form provided with full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc). We require details of two referees, one of which must be your current or most recent employer. CVs are not accepted as part of the application process.

The supporting information section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form, if you send us this electronically we will ask you to sign this at the interview and assessment stage.

### Interview and Selection Process

Applicants who best meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the School if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

### Pre-employment checks:

### References

If you are short listed we will normally take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.

### Online Checks

Online Checks will be completed before interview for shortlisted candidates. The purpose of completing an online check for shortlisted candidates is to check if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview. The online check

will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

**Disclosure and Barring Check**.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all posts at this School are classed as regulated activity and therefore an Enhanced DBS check will be undertaken. Checks will also be made against the Barred List. Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.

All such checks must be satisfactory before we confirm any offer of an appointment

As an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'.

For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our website. Alternatively, guidance can be found on the DBS website. Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Statement on the recruitment of ex-offenders below.

**Medical Assessment**

A satisfactory medical declaration must be made before we confirm any offer of an appointment.

**Prohibition Checks**

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2023 we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work.

Each of the following activities is teaching work:

• Planning and preparing lessons and courses for students

• Delivering* lessons to students;

• Assessing the development, progress and attainment of students; and

• Reporting on the development, progress and attainment of students.

* "delivering" includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

**Overseas Checks**

Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include including references from any overseas education employer where candidates have worked in an education setting overseas.

**Validation of Qualifications**

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. This will include checks to ensure that candidates appointed as qualified teachers have QTS status and where appropriate have successfully completed their statutory induction.

**Right to Work in the United Kingdom**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate.to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

**Equal Opportunities**

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age

**Statement on recruitment policies, including the recruitment of ex-offenders**

Further information about our recruitment policies and procedures, including our policy statement regarding the recruitment of ex-offenders is available on the recruitment pages of our school website. As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

We will send shortlisted candidates a disclosure form to complete prior to interview. We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants should therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020).

Please refer to the flow charts on our website to determine convictions and cautions that should be disclosed. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

# Privacy Notice for Applicants

This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as “processing” in the data protection legislation).

The relevant legislation governing data privacy in the UK is:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Data (Use and Access) Act 2025 (DUUA)

The categories of information that we process include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Online checks for shortlisted candidates

We may also process (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

This list is not exhaustive, to access the current list of categories of information we process please see the school’s Data Map, sometimes called the Record of Processing Activity (RoPA).

## Why we collect and use workforce information

We use job applicants’ data to:

a) enable us to confirm relevant experience and qualifications
b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards students
c) enable us to monitor equalities
d) to ensure access requirements can be met for candidates that need them.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). **processing is necessary for compliance with a legal obligation to which the controller is subject.** and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller.

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,

- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

## Collecting job applicants' information

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, or tribunals

Data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

## Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools IRMS Schools Toolkit - Information and Records Management Society

## Who we share job applicants' information with

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. However, please note that references provided during the recruitment process will not be routinely shared with the applicant, in line with the employment reference exemption under the Data Protection Act 2018 and UK GDPR. This exemption allows us to withhold the content of references where necessary to protect the confidentiality of the information provided. To make a request for your personal information, contact the Data Manager or the Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting info@wetherbyhigh.co.uk

## Complaints

If you wish to raise a complaint about how the school manages your personal data, please refer to our Data Protection Policy for further information on the complaints process.

## Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer on DPO@bywaterkent.co.uk

## Last Updated

This version was last updated in January 2026.