



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier (DWP use only)

Job title Site Assistant

Company name and The Henry Cort Community College

Job summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

This is an exciting opportunity to learn new skills and gain valuable experience whilst working in a school environment.

The Site Assistant will be responsible for supporting permanent staff with site maintenance and general upkeep of a school. They will undertake a number of tasks to enable the smooth functioning of all school services.

They will carry out inspections and ensure that all school areas are fit for purpose, identifying and reporting safety hazards. They will assist with furniture moves and similar tasks. They will support permanent staff and specialist sub-contractors with the maintenance of school buildings, fixtures and fittings. They will assist with any other facilities tasks that may occur.

The Henry Cort Community College enables students to develop into assured, capable, enterprising young people with the knowledge and skills to achieve their goals. The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates, this will be covered by the employer.

To apply for the position, you will be required to fill in our application form. When we receive this, your application will be assessed and you will be considered for interview. You will hear back within one to two weeks. If you are not successful, you will be provided with feedback about how to improve your application next time.

Essential skills, experience and qualifications (please do not use bullet points)

Applicants will have GCSE English and Maths at level 4 or above. They will have excellent practical skills, a flexible approach to work and good interpersonal skills. They will be aware of Health and Safety policies and procedures. They will have an interest in a career in education, maintenance or a relevant trade. The ideal applicants will also have first aid training and specialist experience in a relevant trade in an academic or professional context e.g. relevant vocational qualifications or an apprenticeship (this is desirable but not essential).



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Number of hours per week 25

Working pattern and contracted hours (including any shift patterns) 9am - 2.30pm (including 30 minutes unpaid lunch break)

Hourly rate of pay National Minimum/living Wage

Details of employability support (training opportunities/mentor)

The Henry Cort Community College will provide job application support and interview preparation. The sessions will be delivered towards the end of the placement by experienced Careers Advisors. Around two days of training will be offered.

Kickstart employees will have the possibility to provide feedback during weekly line management meetings, which will be acted on and reviewed. There will also be an exit interview at the end of the placement.

Closing date for applications

Using the table on the next page please provide details for each Job by location.