



**WALTON HIGH SCHOOL**  
The Rise, Walton on the Hill  
STAFFORD, ST17 0LJ

*Mixed 11 – 18 comprehensive with 1270 students on roll  
including an Outstanding Post 16 of 200 students*



**SITE ASSISTANT - PERMANENT CONTRACT - TERM TIME ONLY**  
**START DATE – 1 SEPTEMBER 2025**  
**25 HRS PER WEEK    Grade 3, SCP 4 (£12.65 per hour)**

We are seeking a dedicated, enthusiastic site assistant to join our team. The school site team helps to ensure that the school premises are safe, secure, clean and well maintained to support the delivery of high – quality education for pupils. This will include overseeing site security, building maintenance, health and safety, compliance and supporting school events.

The postholder will work term time only, (39.2 weeks) and be expected to work Monday – Friday 3.30 pm to 8.30 pm.

**Duties and responsibilities include, but are not limited to:**

- Responding in a timely manner to any premises related issues.
- Ensuring that any damage, health & safety issues or faults with the buildings are reported as a matter of urgency.
- Carrying out duties in adverse weather to ensure the site is safe for occupancy and operation.
- Carry out general portage duties including movement of deliveries, equipment and furniture.
- Undertake site compliance checks as directed by the Site Manager/Site Supervisor, which may include weekly fire alarm tests, fire extinguisher and fire door checks.
- Support the management of health and safety in relation to the premises and undertake training as required.
- As part of the site maintenance team undertake repairs, maintenance which may include decorating, as directed by the Site Manager/Site Supervisor.
- Adhere to policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance

Please refer to the attached job description for full details of the position.

Walton High School is an oversubscribed, high-achieving school. It is situated in a pleasant residential area on the edge of Cannock Chase and enjoys an excellent reputation.

If you would like to take this opportunity to join our school, please visit our website at [www.waltonstaffs.com](http://www.waltonstaffs.com) to download an application form and return to [recruitment@walton.staffs.sch.uk](mailto:recruitment@walton.staffs.sch.uk)

**Closing date: 9:00 A.M. on Friday, 20<sup>th</sup> June 2025**

**Interview date: To be confirmed**

***We reserve the right to close the vacancy earlier, should we receive sufficient applications prior to the above deadline.***

*This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from school or by visiting*

<https://disclosure.capitarvs.co.uk/stoke>

*This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.*