



Stone St Mary's

Church of England Primary School

Working at Stone St Mary's C of E Primary School

Join our Team



For Appointment of:
Assistant Site Officer





Headteacher's Welcome

Jane Rolfe

Thank you for your interest in the role at Stone St Mary's C of E Primary School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Stone St Mary's Church of England Primary School strives to offer all pupils, staff, parents and friends the joy of being part of a Christian community. We aim to work in partnership with families and the Parish of Stone in order that all gain from the experience of a friendly, caring and worshipping community.

We are concerned with the development of the whole child: spiritually, morally, intellectually, socially, emotionally and physically. The school provides a broad and balanced curriculum to meet the needs of pupils of all abilities and enables all pupils to develop an understanding of themselves and their role in the school and local and global communities.

At Stone, we are committed to an equal opportunities policy and will stand firm in the rejection of all prejudice. We strive to develop a community where mutual respect reigns, where value is placed on social and cultural diversity, where personal standards of behaviour and work are high and where all grow to recognise their responsibilities, both to themselves and to others.

We are proud to be part of Aletheia Academies Trust. Our school promotes a safe, orderly, caring, and supportive environment. Each pupil's self-esteem is fostered by positive relationships with staff and effective communication with parents. We strive to include our parents, teachers, governors and community to ensure strong liaisons with the community.

Stone St Mary's C of E Primary School



Stone St Mary's Church of England Primary School, part of the Aletheia Academies Trust, is a friendly, dynamic and innovative school. We believe in ensuring that each and every member of the school community feels valued, listened to, nurtured and encouraged to see the positive impact they can have on the world. Our children are at the heart of everything we do and we strongly believe in offering each child every opportunity to develop into kind, confident, and compassionate members of society. We are a very friendly and supportive team who firmly believe in the importance of collaboration between and the wellbeing of colleagues, families and children.

We are proud to have been graded as a good school by Ofsted in February 2020, and also had our vision judged as "life-affirming" and embedded in everything we do as a Church school by SIAMs in 2023. Our school aims to serve the community by providing an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice. We promote Christian values in accordance with the principles of the Church of England and spiritual development through the experience it offers to all its pupils. The school has extensive facilities and attractive school grounds. Our curriculum is delivered through engaging, memorable opportunities, and we believe in the development of the whole child.

Our school Christian vision is '**Caring, Growing, Shining Together**' which helps us to ensure that our pupils are able to experience and continue to experience 'life in all its fullness'. Taking inspiration from the Good Samaritan (Luke 10: 25-37) we make extra effort to care and look after our school community. We do this through being kind and forgiving to one another. We aim to grow our knowledge and understanding like fruit on the branches of the true vine (John 15:1-11). We strive to be the best that we can be in all that we do, and we shine our light before others so that they can see and value our achievements (Matthew 5:13-16).

We are proud of our inclusive approach and believe that all pupils have the right to a high quality education, no matter what challenges they may face. Inclusion is an integral part of what we do, and is continually monitored and evaluated.



"Leaders want every child to succeed. This includes pupils with special educational needs and/or disabilities (SEND)." - Ofsted



Diocese of
Rochester



Job Description

Job Title	Assistant Site Officer
Location	Stone St Mary's CE Primary School
Duration	Full-time, permanent
Work Hours	37 hours per week, all-year round
Reporting to	Headteacher
Salary	AAT B.2 – B.4 (£26,385 - £26,822 per annum)
Pension	Local Government Pension Scheme (LGPS)



About the Role

Stone St. Mary's C of E Primary School is looking for a reliable, proactive, and skilled Assistant Site Officer to join our staff team.

This is a key role in ensuring our school buildings and grounds are safe, secure, and well-maintained for our children, staff, and visitors.

As Assistant Site Officer, some key responsibilities include:

- Support the Site Manager in the day-to-day maintenance and operation of the school premises
- Carry out basic repairs, maintenance, and DIY tasks
- Ensure the school site is clean, safe, and compliant with health and safety regulations
- Act as designated key holder, providing out of hours and emergency access to the school site, and assisting with site security, including opening and locking up the premises
- Liaise with contractors and support site projects as required.

We would love to hear from you if you:

- Have practical maintenance or caretaking experience
- Are proactive, flexible, and able to work independently
- Have a good understanding of health and safety procedures
- Are approachable, trustworthy, and a good team player.

Key Responsibilities



Purpose of the Job:

Support the Site Manager to ensure the security of the school and grounds and provide a cleaning and general maintenance service of buildings and surrounding areas.

Key duties and responsibilities:

- Act as designated key holder, providing out of hours and emergency access to the school site, and assisting with site security, including opening and locking up the premises.
- Undertake general checking and emergency cleaning of parts of the establishment, as directed. Carry-out indoor cleaning duties as directed.
- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, etc.; maintaining a clean and tidy environment.
- Ensure paths, access points and entrances are clear of snow and ice to ensure safe passage.
- Undertake daily and seasonal maintenance of the site and equipment, inside and out. As required tasks may include changing lighting, tap washers, clock batteries and door locks. Where necessary woodwork, decorating, clearing drains, toilets, and any other tasks that ensure a safe environment is maintained.
- Maintain adequate supplies of cleaning materials, to meet the establishments needs.
- Assist the Site Manager to operate and perform regular check of systems such as heating, cooling, lighting and security (including CCTV and alarms).
- Drive the school minibus as and when needed.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to the Headteacher immediately.





- Attend training courses as required.
- Comply with, log and report as necessary on any matters affecting Health & Safety, Fire Regulations and other policies.
- Ensure all deliveries are moved promptly to an appropriate area to keep passageways clear and hazard free.
- Move heavy furniture and supplies as requested. Work at heights as required in accordance with Health and Safety regulations and after the completion of a Management Risk Assessment.
- Escort and advise any contractors attending the building and provide adequate information to complete the task.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by their Line Manager / Head Teacher.



"The development of reading is a high priority in this school."
- Ofsted

Person Specification



Qualifications and Experience

- GCSE or equivalent level, including at least a Grade C in English and maths
- Level 2/3 Diploma (or equivalent) or proficient technical and practical skills.
- Previous experience of working in a school.
- Health and Safety certification (e.g. IOSH or NEBOSH)
- Driving License

Skills and Knowledge

- Ability to organise own workload and follow routines/instructions.
- Must be able to communicate verbally with staff and pupils at all levels.
- Must possess basic DIY skills (e.g. plumbing, decorating, minor repairs) and have relevant technical knowledge e.g. use of a range of basic tools and machinery
- Understand and able to apply Health and Safety procedures relevant to the job such as (or willingness to train in): Manual Handling; Safe Use of Machinery and/or Equipment; COSHH; Lone Working; and Working at Heights.
- Have tact and diplomacy to deal with a range of situations.

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Personal Qualities

Commitment to uphold the 7 Nolan principles of public life.

Be reliable, punctual, and flexible.

Ability to work under pressure, be resilient and prioritise effectively.

Must be proactive and able to use initiative.

Good communication skills

Must be able to remain calm under pressure and able to respond to emergencies.

Commitment to own well-being and that of the whole school community.

All Essential Criteria

E = Essential

D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

Stone St Mary's CE Primary School Office:

01322 382 292

Email: Office@stone.kent.sch.uk

To apply for this role, please visit MyNewTerm:

[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



PROUD TO BE
Aletheia
Academies Trust

Contact Us

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