



**Site Agent  
Application Pack**

Dear Applicant,

**Site Agent Position**

Thank you for your interest in this position.

We are looking to recruit a committed, experienced, and reliable individual to join our team. Our small village school is located at the heart of Eversholt, surrounded by the Woburn Estate. Established 180 years ago, our school currently has three classrooms, a hall/dining room, two offices, a staffroom, a library, a music room, and a sensory hub. Outside, we have two main playgrounds, a trim trail, a playing field, and a beloved Forest School area.

The successful candidate will be responsible for all aspects of site management, ensuring the safety of our children, staff, and visitors. Key duties include site security, general maintenance, handling daily site issues, health and safety compliance, and routine inspections.

The Site Agent will supervise our cleaning staff and liaise with contractors, suppliers, and service providers. The ideal candidate will be able to work independently and help lead various development projects.

Working hours are flexible, but the post holder must be available to open the school in the morning, ensuring it is ready and safe for the day ahead. They may also need to open the school for contractors outside of normal hours.

We encourage applications from individuals with experience in an educational environment or a similar setting, as well as those with relevant trade experience. A willingness to undertake further training is essential.

Full details and an application form are available on our website at [www.eversholtschool.co.uk](http://www.eversholtschool.co.uk).

We welcome and encourage visits to the school.

Applications can be submitted either via post or email to Miss J Osborne at [admin@eversholtschool.co.uk](mailto:admin@eversholtschool.co.uk)

For any further details, please contact Miss J Osborne on: **01525 280298**

I hope this information will encourage you to apply.

Yours sincerely,

*Gaynor Miller*

Mrs Gaynor Miller  
Headteacher



# Site Agent

10 hours per week term time only + 5 Inset Days  
plus additional hours during school holidays when needed

We are recruiting a committed, experienced and reliable Site Agent. General maintenance, site security, health and safety and supervision of the cleaning staff are all important aspects of the role.

Flexible working hours, although must be available to open the school every morning.

Experience working in an educational environment or equivalent is desired.

Eversholt Lower School is committed to safeguarding children and adopting safer recruitment procedures

All posts are subject to enhanced DBS clearance.

Visits to the school are welcomed.

Applications can be submitted either via post or email to Miss J Osborne at [admin@eversholtschool.co.uk](mailto:admin@eversholtschool.co.uk)

For any further details, please contact:  
Miss J Osborne on 01525 280298

## Job Description

### Main duties and responsibilities Security of Premises

- Ensure that the school is open for staff and pupils each school day.
- Ensure that all doors and windows are secured, and all lights and heaters are switched off after use when locking up.
- Take reasonable steps to deter trespass on school premises.
- Perform necessary duties related to burglar alarm systems where fitted.
- Check daily that fire extinguishers are in place.
- Undertake the responsibility of a school keyholder.

### Heating and Lighting/Energy Conservation

- Ensure that the school reaches the required temperature by 8:30 AM each school day.
- Maintain heating settings in accordance with the differing seasons.
- Check for correct settings of room thermostats, thermostatic radiator valves, and fan convector thermostats.
- Ensure that adequate stocks of fuel are always on hand.
- Keep boilers clean as per instructions and maintain the boiler-house in a clean and tidy condition, with regular checks.
- Ensure that no flammable materials are stored in the boiler-house.
- Replace light bulbs and tubes as required, adhering to appropriate health and safety regulations.

### Cleaning of Premises

- Ensure that the entire school is cleaned using approved and appropriate materials, carrying out cleaning work in designated areas when applicable.
- Maintain an inventory of cleaning materials for economic reasons and order supplies as needed.
- Inspect toilets, urinals, etc., regularly.
- Ensure that the playground, paths, and all hard areas are kept clean and tidy of leaves, litter, etc., and that all drains and gullies are kept clear and free-flowing.
- Ensure that the environment is free of hazardous materials and equipment.

### Other Duties

- Supervise cleaning staff regularly and evaluate the cleaning work where appropriate.
- Take delivery and store materials, undertaking general portering duties.
- Ensure that all caretaking equipment is clean and in good working order and that caretakers'/cleaners' cupboards are well-stocked, clean, and tidy.
- Complete weekly/monthly Health and Safety checks on all fixed outside play equipment, fire alarms, water temperature, emergency lighting, etc.
- Plan the work allocation for yourself and the cleaners.
- Contact the Headteacher for advice if the work of any cleaning staff or contractor is not up to standard.
- Prepare timesheets for any agreed overtime.
- Provide access to the school in the event of snow or minor flooding.
- Draw the Headteacher's attention to any repairs and maintenance work required.
- Carry out handyman duties for minor or temporary repairs.
- Order and check delegated maintenance construction work as agreed with the Headteacher.
- Be aware of and adhere to all health and safety policies, including asbestos procedures, ensuring COSHH documentation is followed and updated.
- Fulfill the health and safety monitoring procedures that form part of the school's health and safety policy and, where required, be a member of the governors' Health and Safety Committee.
- Attend any training courses related to the job.
- Maintain confidentiality at all times in respect of school-related matters and prevent the disclosure of confidential and sensitive information.
- Undertake any other duties of a similar level and responsibility as may be required from time to time.

**Safeguarding Children** Eversholt Lower School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**General** The duties of this post may vary from time to time without changing the general character of the post or the level of responsibility entailed. This job description and person specification may be renegotiated by the Headteacher if changing circumstances ar

## Personnel Specification

Attributes	Essential	Preferred
Education Qualifications	Literate and numerate	Relevant trade skills (e.g. carpentry, electrical, plumbing)
Experience	1-2 years relevant experience	Previous experience in a similar post in a school  Previous experience of supervising staff
Skills Knowledge Aptitude	<ul style="list-style-type: none"> <li>• Ability to undertake a range of routine maintenance tasks</li> <li>• Ability to communicate in writing, using email and the telephone.</li> <li>• Ability to work under pressure</li> <li>• Ability to work on own initiative and make decisions</li> <li>• Ability to develop good working relationships with staff, pupils, visitors, contractors etc.</li> <li>• Ability to work as a team member</li> <li>• A commitment to equality principles and practice</li> <li>• Ability to supervise staff</li> </ul>	Knowledge of health and safety regulations
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene</li> <li>• Willingness to work overtime when needed, including evenings and weekends when needed</li> <li>• Ability to work without supervision</li> <li>• Willingness to undertake further training</li> <li>• Trustworthiness</li> <li>• Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)</li> </ul>	
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Ability to undertake manual work and to perform tasks set out in the job description</li> <li>• Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc.)</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Availability for call-out duties (e.g. to respond to alarms if needed)</li> <li>• Willingness to wear protective equipment as supplied</li> </ul>	