Cupernham Infant School

Together we care, we learn and we achieve

Headteacher: Mr Duncan Wells BA(Hons)QTS, NPQH
Deputy Headteacher: Mrs Jen Turski BA(Hons)QTS
Bransley Close, Woodley Lane, Romsey SO51 7JT

SITE ASSISTANT

- **Location:** Cupernham Infant School, SO51 7JT
- **Contract:** Permanent
- **Pay scale:** Grade C EHCC Support staff £26,018 FTE (in region of £19,640 pro rata)
- **Working week:** 10.30-18.00 Mon-Fri 43 weeks per year. OR 11.30-18.00 Mon-Fri 52 weeks per year.
- **Hours Basis:** 35 hours per week, term time plus 3 weeks. OR 30 hours per week, 52 weeks per year with 25 days holiday, which can be taken in term time if required.
- **Vacancy closing date:** Friday 27th November 2026
- **Interview Date:** W/C 30th November 2026
- **To start**: As soon as possible.

Cupernham Infant School are seeking to appoint a hard-working Site Assistant, preferably with school's experience, to join and enhance our already successful school. We are looking to appoint a site assistant who, working together closely with Cupernham Junior School's Senior Site Manager, can provide an exceptional site service, ensuring a warm, clean and secure environment for all site users. We are looking for someone that can be flexible and proactive, have good communication skills and an understanding of the health and safety requirements. The successful candidate will be a key holder, and responsible for locking up daily at 6pm.

We are seeking applications from those with a passion for delivering first class services for our children, staff and wider community.

The successful candidate will:

- Ensure the school is well presented and maintained to a high standard
- Undertake a range of cleaning duties- supporting the school cleaning team daily.
- Undertake a range of general porterage duties
- Work under the Site Manager on maintenance for both schools.
- Ensure Health & Safety procedures are adhered to, carrying out relevant tasks to ensure compliance
- Advise the Site Manager and School Business Manager of repair and maintenance issues, undertaking minor repairs and routine maintenance tasks as required.
- Gate & car parking controls at peak pick up times

If you are interested in learning more about this position, and how to apply, please email adminoffice@cupernham-inf.hants.sch.uk for an application pack. Visits to the school are strongly encouraged and warmly welcomed – please contact our school office on 01794 514494 to arrange a time to see us for yourself and speak with myself or a member of our senior leadership team.

Bransley Close, Romsey, Hampshire, SO51 7JT
Telephone 01794 514494 Email: adminoffice@cupernham-inf.hants.sch.uk
www.cupernhaminfant.com

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