



Compliance and Facilities Assistant

Worthing High School
Recruitment Pack
July 2026





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education.

We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive.

We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





Welcome

Thank you for your interest in joining Worthing High School. As Headteacher, I am proud to lead a vibrant, inclusive and ambitious community where every student is supported to achieve their very best.

At Worthing High School, we believe in high standards, mutual respect and a relentless focus on both academic excellence and personal development. Our dedicated staff team works collaboratively to provide a rich curriculum, a wide range of opportunities beyond the classroom and a culture where wellbeing is valued for both students and colleagues alike.

We are a school rooted in strong values: Community, Resilience, Integrity, Respect and Excellence, and these principles guide everything we do, they shape our classrooms, our staffroom and the way we work with one another every day. Our motto, Always Pursue Excellence, reflects our belief that excellence looks different for every individual. Just as we support each student to find and pursue their own path, we want every member of staff to feel able to grow, thrive and make their mark here too.

We are committed to developing both our students and our staff, offering professional growth, trust and the chance to make a lasting impact.

I hope this pack gives you a clear sense of our vision and ethos. We look forward to welcoming talented, motivated professionals who share our commitment to making Worthing High School the very best it can be for every student.

Warm regards

Alex Simpson

Headteacher

Worthing High School





About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools.

Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.





Job description

Job title	Compliance and Facilities Assistant
Salary	NJC GRADE 5 point 7 (FTE £26,403) Actual salary at 35 hours: £24,976
Location	Primary base: Worthing High School (WHS)(32 hours per week) Secondary base: Clapham and Patching Primary School (C&P) (3 hours per week)
Contract	Fixed term contract until 31 August 2027, with potential scope to extend. 35 hours per week Rotating shift pattern: 7am-3pm, 8am-4pm and 11am-7pm.
Accountability	Reports to Community and Facilities Manager (day-to-day) and Deputy Facilities Director & Lettings Manager for compliance assurance/escalation

Role description

South Downs Education Trust is committed to maintaining safe, compliant and well-run premises across both trust schools. This is a fixed-term post created to provide compliance and facilities support to the Facilities Team while a Special Support Centre (SSC) is built on the WHS site. The postholder will be based primarily at WHS, where the building project requires additional premises and compliance support capacity, with a smaller allocation of time at C&P.

The postholder will work under the direction of the Community and Facilities Manager and Deputy Facilities Director & Lettings Manager. They will assist with routine compliance monitoring and record keeping and carry out premises duties at WHS, where necessary and if required. They must carry out all duties in line with the Trust's policies on safeguarding, health and safety, equal opportunities, data protection and confidentiality. This job description is not exhaustive and may be amended from time to time in consultation with the postholder.

Qualifications and Experience

- Good standard of general education (GCSE/basic vocational or equivalent)
- Recognised qualification or training in health and safety, compliance or facilities management, for example IOSH, or equivalent experience (desirable)
- Willing to undertake further professional development in compliance or facilities work (desirable)
- Experience of statutory compliance monitoring in a premises or facilities setting, such as fire safety, water hygiene



- Experience of caretaking, premises maintenance or building services
- Knowledge of health and safety legislation relevant to school premises
- Experience of working in a school or other safeguarding-sensitive setting (desirable)
- Experience of liaising with contractors (desirable)

Skills and abilities

- Able to carry out minor repairs and maintenance tasks competently and safely
- Able to maintain accurate compliance logs and records, or willing to learn how
- Clear written and verbal communication, able to report concerns promptly and accurately
- Able to organise and prioritise a varied workload across two sites
- Practical, hands-on approach
- Holds a full driving licence as travel between the local trust schools, currently WHS and C&P, will be required.

Personal qualities

- Commitment to safeguarding, health and safety and confidentiality
- Calm and reliable under pressure, including during emergencies
- Flexible and adaptable, able to work across two school sites
- Collaborative and approachable, able to build effective working relationships with staff, contractors and both school communities
- Reliable, punctual, and committed to high standards of work.

Values and Professional Conduct

- Commitment to safeguarding and promoting the welfare of children.
- Commitment to equality, diversity, and inclusion.
- Respect for confidentiality and professional boundaries.
- Alignment with the school's ethos and values.
- Willingness to engage in training and continuous development.
- Commitment to providing excellent service to pupils, families, and other staff.



Key Responsibilities

Statutory compliance

- The postholder assists with statutory compliance checks and record keeping across both schools, referring any defect or breach to the Community and Facilities Manager or Deputy Facilities Director & Lettings Manager.
- Carries out regular statutory compliance checks across both schools as directed, covering fire systems, water hygiene, asbestos management, emergency lighting, fire-fighting equipment and fire doors; maintain up-to-date logs to support the trust's audit trail and statutory returns.
- Reports all faults, defects or concerns promptly to the Community and Facilities Manager or Deputy Facilities Director & Lettings Manager.
- Maintains accurate records and following all health and safety procedures.

Premises and facilities support: Worthing High School

The postholder provides facilities support to the Facilities Team at WHS, maintaining security and carrying out routine repairs and maintenance under the direction of the Community and Facilities Manager.

- Open and close the site, set and unset alarms, and maintain the security of buildings and grounds.
- Carry out routine minor repairs and maintenance tasks, including minor plumbing and replacement of fittings, after training; know the location of all main services and report emergencies such as leaks or flooding promptly to the Community and Facilities Manager.
- Liaise with contractors on remedial works under the supervision of the Community and Facilities Manager.
- Set up rooms and assist with cleaning, litter picking, movement of furniture and receipt and delivery of goods as required.
- Support the Community and Facilities Manager with practical site-based tasks as required, including facilitating contractor access for surveys and inspections, and promoting energy conservation.

Premises and compliance support: Clapham and Patching C of E Primary School

The postholder provides a smaller allocation of compliance and premises support at C&P, working alongside the site team to maintain statutory cover at the primary school.

- Carry out statutory compliance checks and monitoring at C&P using standard checklists, covering fire systems, water hygiene, emergency lighting, fire-fighting equipment and fire doors; maintain relevant logs and report any concern to the Community and Facilities Manager or Deputy Facilities Director & Lettings Manager.
- Provide premises cover at C&P during staff absence as required, including opening and closing the site, setting or unsetting alarms and liaising with external contractors.



General

- Provide first aid cover outside normal working hours, after training.
- Undertake some out of hours work by arrangement, which may involve evening or weekend work, including a rotating on-call commitment.
- Undertake any other duty appropriate to the post.
- In consultation with the Community and Facilities Manager, undertake appropriate training and development.

What We Offer

- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.
- The chance to work in a DfE Attendance and Behaviour Hub Lead school.

Benefits

- A friendly and supportive environment.
- A location on the coast very close to main line railway services and road networks.
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.
- Free use of our fitness suite.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided on the school website at <https://www.worthinghigh.net/join-us/careers>. Early applications are advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

Completed application forms should be sent to Mr Alex Simpson, Headteacher at Worthing High School, at vacancies@sdetrust.net by **Friday 11 September 2026 at 9am**

Interviews w/c 14 September 2026.

For an initial discussion or for further information, please contact Elena Elsam, Director of People on eelsam@sdetrust.net

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools