

Assistant Site Manager

Job Description and Person Specification

November 2026

Salary	Hours	Location	Closing date
£20,000 per annum (£30,000 FTE)	**25 hours a week**	**Wandsworth, London**	**30 November 2026**

BeyondAutism

beyondautism.org.uk

Registered Charity No. 1082599

About BeyondAutism

Our vision

A world where every autistic learner belongs, succeeds and shapes their own future.

Our mission

To ensure every autistic child and young adult accesses the education and support they need to belong, succeed, and lead lives full of opportunity, choice and independence.

Founded by parents in 2000, we provide a continuum of support from Early Years through Post-19, alongside outreach, training, and our pioneering BeyondAutism Fast Responder service. We combine direct education for children with the most complex needs with national training, resources, and policy influence – creating a blueprint for inclusion that can be scaled across the country.

At the heart of our approach is a deep understanding of behaviour – recognising it as communication and as a reflection of environment and need. Too often, scientific principles have been misapplied in ways that prioritise compliance over the individual's voice. We reject any practice that seeks to suppress identity; instead, we celebrate individuality and apply behaviour analysis in a positive, ethical, and person-centred way – supporting choice, independence, and outcomes that enhance quality of life.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to understanding behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

The Assistant Site Manager supports the Site Manager in maintaining a safe, compliant, well-presented and fully functioning school environment across BeyondAutism's sites.

Working 25 hours per week across 5 days, the role combines day-to-day facilities, maintenance and site operations duties with three further responsibilities: providing trained cover for the Site Manager during annual leave, sickness and other absence so the site continues to run safely; acting as the second person for tasks that require two people; and driving BeyondAutism's own minibuses to safely transport pupils, staff and, where required, equipment and supplies.

Roles and responsibilities

Site and Facilities Support

- Support the Site Manager with day-to-day upkeep of buildings, grounds and equipment, ensuring the site is safe, clean and well-maintained.
- Carry out routine maintenance tasks and minor repairs (e.g. changing bulbs, fixing furniture, unblocking drains) within competence.
- Assist with planned preventative maintenance (PPM) tasks and statutory compliance checks (fire alarm testing, emergency lighting, water temperature checks, etc.), recording results accurately.
- Support setup and breakdown of furniture and equipment for school events, meetings and activities.
- Undertake porterage duties, including moving deliveries, stock and equipment around site.
- Carry out regular site checks (internal and external), reporting hazards, defects or security issues promptly.
- Support opening and locking-up procedures, including alarm setting where required
- Liaise professionally with contractors on site, ensuring appropriate sign-in, supervision and adherence to safeguarding and site rules.
- Respond promptly to reactive maintenance requests and escalate more complex issues to the Site Manager.

Absence and Holiday Cover and Two-Person Task Support

- Provide trained, planned cover for the Site Manager during annual leave, sickness and other planned or short-notice absence, so the site continues to run safely.
- During cover periods, take responsibility for opening and locking up, alarm setting, key holding and acting as the first point of contact for contractors and site emergencies.
- Keep statutory compliance checks and PPM tasks on schedule during the Site Manager's absence (e.g. weekly fire alarm tests, water temperature checks), recording results on Smartlog.
- Log, monitor and progress reactive maintenance and health and safety issues on Schoolpod during cover, escalating to the Head of Facilities where needed.

- Receive a handover before each planned absence and provide a written handover to the Site Manager on their return.
- Support planned works during school holiday periods (e.g. contractor works, PPM, site preparation for the new term) as agreed with the Site Manager or Head of Facilities.
- Act as the second person for tasks that require two people to complete safely.
- Maintain working knowledge of all BeyondAutism sites' layouts, systems and specialist requirements so cover can be provided without additional training each time.

Minibus and Driving Duties

- Safely drive BeyondAutism's own minibuses to transport pupils to and from school trips, work experience placements and off-site educational visits, as scheduled.
- Carry out daily walk-round vehicle checks (tyres, lights, fluid levels, mirrors, doors, wheelchair lift/ramp where applicable) before each journey and report defects immediately.
- Ensure all passengers are safely and correctly secured (seatbelts, harnesses, wheelchair restraints) before moving off, adapting support to pupils' individual needs.
- Follow all risk assessments, individual pupil transport plans and behaviour support guidance while driving and supervising pupils on the vehicle.
- Maintain accurate mileage, journey and vehicle maintenance/defect logs in line with organisational policy.
- Ensure minibuses are kept clean, tidy and roadworthy, coordinating servicing, MOT and repairs with the Site Manager.
- Maintain a valid category D1 (minibus) driving licence and any required additional certification (e.g. MiDAS — Minibus Driver Awareness Scheme), keeping documentation current and providing evidence as requested.
- Respond calmly and safely to any incidents or behaviours of concern while driving, prioritising the safety of all passengers.
- Support a colleague travelling as a passenger assistant on journeys where required.
- Provide planned driving support for other teams (e.g. transporting and setting up equipment for events), scheduled through the Site Manager or Head of Facilities so that site cover is not compromised.

Health, Safety and Safeguarding

- Work at all times in line with BeyondAutism's health and safety, safeguarding and child protection policies.
- Report any safeguarding concerns immediately in line with the organisation's safeguarding procedures.
- Complete and maintain required training, including manual handling, fire safety, safeguarding, first aid, fire marshal and minibus driver training.
- Support emergency procedures, including evacuation drills and lockdown (Code Red) and evacuation (Code Green) protocols.

General responsibilities

- Work flexibly across BeyondAutism sites as needed to support organisational requirements.
- Undertake any other duties reasonably commensurate with the role, as directed by the Site Manager or Head of Facilities.

Person specification

Essential	Desirable
• Full, valid UK driving licence with category D1 (minibus) entitlement, or willingness to obtain this. • A clean driving record and confidence driving a minibus in varied traffic and weather conditions. • Previous experience in a site, facilities, caretaking or premises support role. • Practical, hands-on approach with basic maintenance and DIY skills. • Experience working with or a genuine interest in supporting children and young people, ideally within a SEN or autism-specialist setting. • Calm, patient and safety-conscious approach, particularly when supervising pupils with additional needs. • Good communication skills and ability to work well within a team, including stepping in confidently to cover for the Site Manager. • Flexible and reliable, able to work 25 hours across 5 days and to accommodate early/late shifts around the school transport timetable and Site Manager cover. • Enhanced DBS check (or willingness to undergo one) and satisfactory safeguarding checks.	• MiDAS (Minibus Driver Awareness Scheme) certification • First Aid at Work certificate. • Experience working within an SEN, autism or specialist education setting. • Basic knowledge of fire safety, COSHH or general health and safety practice. • Experience using a maintenance management or helpdesk system. • Experience providing cover or acting up in a site or premises role.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

Job information

SALARY SCALE:	£30,000 per annum FTE, pro rata for 25 hours per week = £20,000 per annum actual (25 ÷ 37.5 × £30,000), equivalent to approx. £15.38 per hour
CONTRACT TYPE:	Part time, permanent
HOURS:	25 hours per week worked over 5 days (Monday to Friday, 5 hours per day) – 0.67 FTE based on a 37.5-hour full-time week. Some early starts and later finishes required to accommodate minibus runs and Site Manager cover
HOLIDAYS:	Pro rata to hours worked, in line with BeyondAutism policy
LINE MANAGER:	Site Manager
LOCATION(S):	**Park House School**, 48 North Side Wandsworth Common, London, SW18 2SL **Tram House School**, 520 Garratt Lane, London, SW17 0NY
CLOSING DATE:	30 November 2026
HOW TO APPLY:	Please send your CV and covering letter to **recruitment@beyondautism.org.uk**.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.