



**Barr's Hill School**  
*Building Brighter Futures*

# Apprentice Site Services Officer

## Recruitment Pack





## BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### **Our Mission**

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### **Our Values**

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### **Join Us**

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Emma Martin

Head Teacher



Placeholder image only



Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**



## ▼ Job Details

JOB TITLE	<b>APPRENTICE SITE SERVICES OFFICER</b>
OPPORTUNITY	<p>We are looking to appoint a motivated and enthusiastic Apprentice Site Services Officer to join our dedicated Site Services Team. You will contribute to the efficient and safe running of the school by performing routine janitorial and maintenance tasks. You will also provide practical support to other departments, helping to ensure that the school environment remains welcoming, functional, and compliant with health and safety standards.</p> <p>If you are at the start of your career, looking to change career or gain hands-on experience in a new sector, an apprenticeship could be the perfect fit. You will gain the support, knowledge and experiences needed to successfully complete an 18 month Level 2 Facilities Services Operative Apprenticeship. You will also gain an IWFM Level 2 Certificate in Facilities Services Principals.</p>
REPORTING TO	Senior Site Services Officer
LOCATION	Based at Barr's Hill School with a requirement to travel to work at or for schools in the Trust.
SALARY/HOURS	National Apprenticeship Wage. 37 hours per week, All year round Mon – Thu: 8.00 am – 4.00 pm / Fri: 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"><li>- Competitive rates of pay</li><li>- Professional development opportunities</li><li>- Career pathways across the Trust</li><li>- Teacher / Local Authority Pension Scheme</li><li>- Online retail discount</li><li>- Employee Assistance Programme</li><li>- Family Friendly policies to support family &amp; carer commitments</li><li>- Flexible Working Arrangements</li></ul> <p><a href="http://www.thefuturetrust.org.uk/why-work-for-the-futures-trust">www.thefuturetrust.org.uk/why-work-for-the-futures-trust</a></p>



## Job Description

### **Job Purpose:**

The Apprentice Site Services Officer will contribute to the efficient and safe running of the school by performing routine janitorial duties such as cleaning and waste management, basic maintenance and repair tasks, site security checks, and assisting with the setup of facilities for school events. You will also provide practical support to other departments as needed, helping to ensure that the school environment remains welcoming, functional, and compliant with health and safety standards.

### **Duties and responsibilities:**

#### **On-site coordination**

- Ensure acceptable standards of work are completed, prioritising work, liaising with other site services personnel and other departments to ensure that duties are completed.
- Support with ensuring site security and safety during school opening hours.
- Support with audits and site inspections and complete reports under the guidance of SSO.
- Communicate effectively with the use of e-mailing and completion of site forms.

#### **Janitorial:**

- Assist with opening and closing of the school site safely, including locking doors with guidance.
- Ensure the tidiness and safety of the site, including litter picking, rubbish removal and clearing of leaves. Checking the safety of play areas and school equipment and the removal of dangerous material and objects.
- Daily setting out of furniture to support the school operations and lettings functions.
- Support Site Service Officers in reporting, carrying out and progressing repairs and other maintenance related work.
- Support with checking of tasks done by contractor work and help record the visit and where appropriate and suitable signing off contractor report.
- Assist with the setup for school lettings and record any issues post events
- Take receipt of and checking of deliveries. Distribution to the relevant internal locations.
- Movement of furniture and equipment within the school.
- Assist with clearing of snow and gritting of pathways.



### **Handyperson Duties:**

- Support the team with minor building repairs.
- Provide information to support stock levels of spare parts hardware and materiel.
- Support the team with minor grounds maintenance, assist with setting up of portable facilities, collecting broken glass and clearing leaves and litter from gullies.

### **Cleaning Duties:**

- Assist the school cleaning team and cleaning supervisor when necessary.
- Tidy rooms and empty bins following after school activities and lettings.
- Empty of external bins.
- Collection of recycling.
- Removal of graffiti.
- Cleaning of the school minibus

### **Any other duties:**

- Assist with emergency procedures.
- Provide assistance with general enquiries relating to the site.
- Assist with any project works during school holidays
- IT skills. (Desirable but not essential)
- Any other site support duties that are in line with the job purpose and grade.

### **Apprenticeship Development**

- Undertake training and qualifications relevant to the role.
- Participate in regular mentoring and assessments to track progress.
- Engage in professional development opportunities to build knowledge and skills.

### **Professional Development**

- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



## ▼ Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>Demonstrates a solid level of numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>Level 4 English and Maths in English and Maths or equivalent</li> <li>Driving licence</li> <li>First Aid trained</li> </ul>	Application form  Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>A keen interest in site services work.</li> <li>Basic understanding of Health and Safety principles and working safely and ability to follow health and safety regulations.</li> <li>Good organisational skills with the ability to use initiative and work effectively without supervision.</li> <li>Good IT skills</li> <li>Able to work under pressure and to tight deadlines.</li> <li>Able to communicate effectively in spoken and written form.</li> <li>Able to work outdoors in various weather conditions.</li> </ul>		Application form  Interview
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>Able to work flexibly and unsociable hours</li> <li>Enthusiastic, proactive, and eager to learn attitude.</li> </ul>		



## How to apply

Closing date:  
**Thursday 23 October 2025**

Interviews:  
**tbc**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:  
**tel: 02477 102134**

To apply for this post, please complete the online application form found at:  
[www.thefuturestrust.org.uk/work-with-us/current-vacancies](http://www.thefuturestrust.org.uk/work-with-us/current-vacancies)

On application please read the following policies found at:  
[www.thefuturestrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturestrust.org.uk/work-with-us/recruitment-pack)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.