



Senior Site Facilities Officer
February 2025



Dear Applicant,

I am delighted to share this recruitment pack for the post of Senior Site Facilities Officer at Thrive Co-operative Learning Trust.

Thrive Trust has experienced incremental growth over the past seven years. The ten schools within the trust have all elected to join Thrive because of its values and absolute commitment to partnership working, educational improvement, mutual support, respect and inclusion.

Additional information is included in this recruitment pack to help you understand more about us. I would also welcome an informal discussion with myself, and to visit us should you so wish. To make arrangements please contact ...

Thank you for your interest in the post of CFO at the Thrive Co-operative Learning Trust. I look forward to receiving your application.



Jonathan Roe
CEO





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



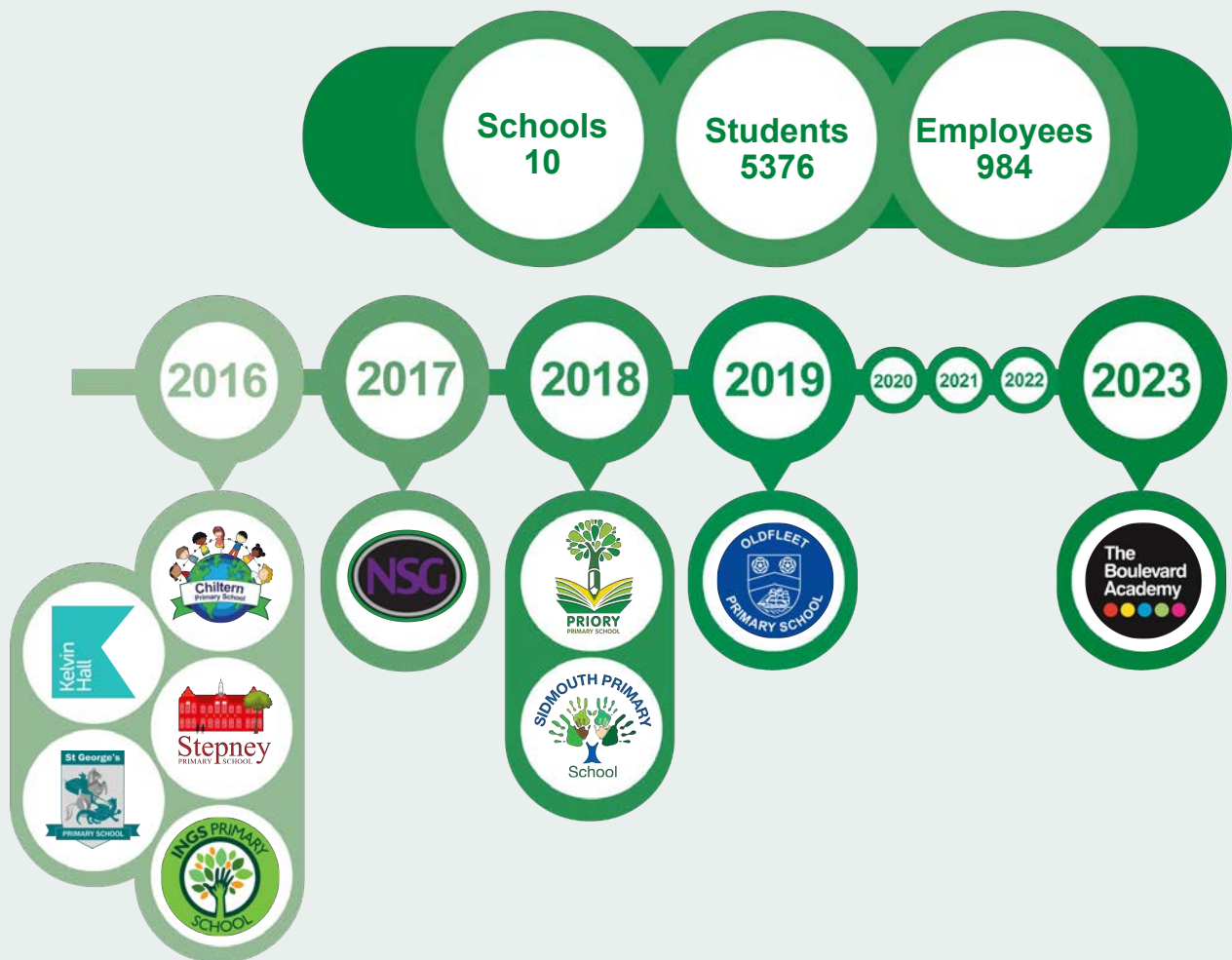
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



Our Journey so far...

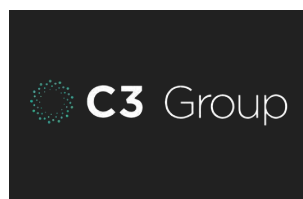


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Senior Site Facilities Officer

Salary: Grade 6 Point 13-19 (£28,163 - £31,067 actual salary per annum) Plus On call allowance

Hours: 37 Hours per week

**Monday 8:00am- 16:00pm Tuesday, Wednesday 6:00am -14:00pm Thursday 13:30pm - 21:30pm, Friday 11:00am to 18:30pm
(30 mins unpaid break)**

**Permanent
ASAP**

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

The Trust Central Team is looking to appoint a Senior Site Facilities Officer. This role will be predominantly based at Kelvin Hall School, however, may be required to work across all sites within our Trust.

Main duties for the role include supervising the team of Site Facilities Officers including directing work, site security including management of contractors, health and safety, covering school events, lettings and general maintenance duties.

The role will be expected to provide an on-call service on a rota basis to cover an alarm activation at one or more of our schools – additional pay is available for this.

Visits to the school are welcomed and encouraged. For an informal chat about this role please contact Richard Howgill - Trust Site Manager on 01482 347263 or email howgillr@thrivetrust.uk.

Closing date: Thursday 27th February 2025, 16:00pm

Interview date: Monday 3rd March 2025

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



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Job Description

Post Title	Senior Site Facilities Officer
Grade	Grade 6
Location	Kelvin Hall - but the post holder may be expected to support work across all of the Trust's academies
Reporting to	Trust Site Manager

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To open school buildings to ensure access prior to the commencement of the school day, closing buildings ensures the site is completely secure on completion of day's activities. This includes setting and unsetting of alarms.
3. Ensure all Statutory Health and safety compliance testing is undertaken and the Trust's compliance database is developed and maintained.
4. To undertake emergency and routine cleaning to form part of the schools whole cleaning strategy.
5. To supervise and direct work for Site Facilities Officers in school.
6. Performs routine/basic planned and reactive maintenance to ensure school stays in excellent state of repair.
7. To operate mechanical equipment e.g. stairs (bleacher seating), electric gates and doors and ensure safe and correct use.
8. Contribute and participate in any inspection to comply with Health and Safety or any other legislation with support for Trust Site Manager.
9. Complement the schools outsourced ground maintenance contract by performing basic/routine grounds maintenance as needed to ensure the school grounds stay in an excellent state of repair.
10. To use IT systems to operate basic functions of Building Management System (Heating) and to respond to reactive calls from members of staff via the school logging system.
11. To undertake routine porter duties including moving furniture, drinking water bottles etc as and when required.
12. To work as part of the team within the School, promoting a team ethos and having a collective approach to school work.
13. To work on-call on a rota to respond to call-outs and undertake the necessary activities to ensure the site is safe and secure.
14. Any other duties of a similar nature and level of responsibility as requested by the Headteacher or Senior Leadership Team or Trust Site Manager.
15. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety within the Trust as your employer and you as an employee of the school. The post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Trust Health and Safety policy.
16. The ability to work at multiple sites across the Trust on a scheduled and adhoc basis.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.



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Responsibilities for Staff:	4 Site Facilities Officers
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	General upkeep of the school buildings and grounds including water, gas and electrical equipment. Various tools of the trade Boiler Houses

		E	D	How Identified
Qualifications	NVQ 2 or equivalent qualification or experience in relevant experience	✓		AF, CQ
	Health & Safety Qualification		✓	
Relevant Experience	General ICT Work	✓		AF, I
	Experience of working in a school Environment		✓	
	Experience of the operation of a 21st century building		✓	
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The post holder should have the ability to work independently and use their initiative but also must work excellently as part of a larger team	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	The post holder should have basic knowledge of ICT and its applications.	✓		
	Knowledge of relevant policies /codes of practice and awareness of relevant legislation	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Written Skills	The post holder should have a good standard of literacy and numeracy.	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



How to apply



Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role please contact Richard Howgill - Trust Site Manager on 01482 347263 or email howgillr@thrivetrust.uk.

How to apply

All applications must be made using the Trust's application form.

Please return your completed application to people@thrivetrust.uk

Closing Date: Thursday 27th February 2025, 16:00pm

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Follow us    [thrivetrust_UK](https://www.instagram.com/thrivetrust_UK)



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