



Site Facilities Officer  
January 2025



Dear Applicant,

I am delighted to share this recruitment pack for the post of 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



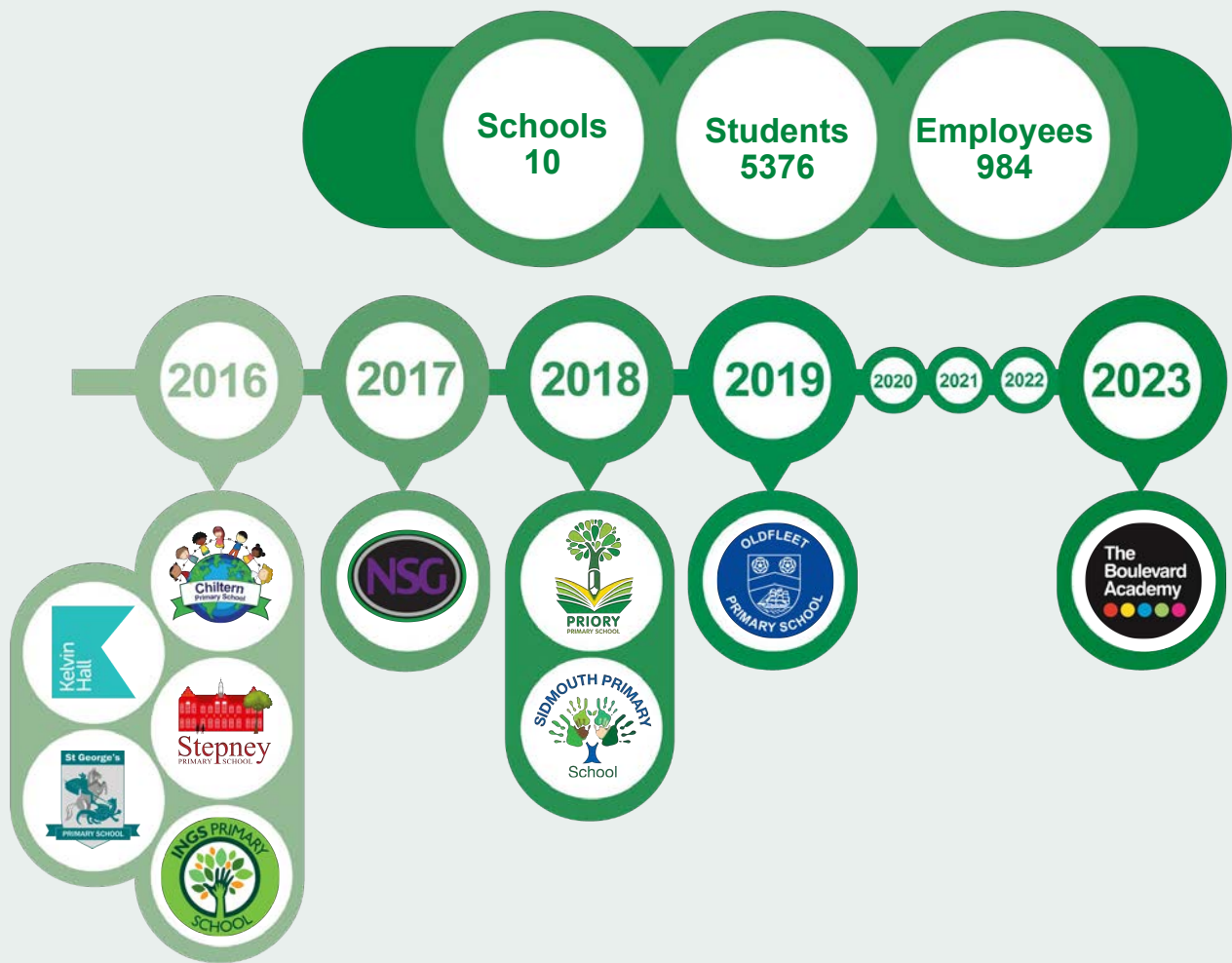
### Thrive Mission Statement *Inspiring pupils to thrive in life*

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...

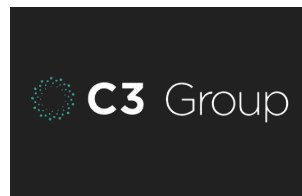


## Our Partners

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](mailto:jobs@thrivetrust.uk)



## Site Facilities Officer

Salary: Grade 5 Point 8-12 (£14,049 - £14,978 actual salary per annum) Plus On call allowance

Hours: 20 hours per week

Tuesday 7:00am - 12 noon, Thursday 13:30pm to 21:30pm, Friday 10:30am - 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*.

Required as soon as possible, a Site Facilities Officer to join our team. This role will be predominantly based at Kelvin Hall School. However, may be required to cover across all sites within our Trust.

Main duties for the role include site security, health and safety, covering school events, lettings and general maintenance duties. The role will be expected to provide 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.

For an informal chat about this role please contact Richard Howgill - Trust Site Manager on 01482 347263 or email [howgillr@thrivetrust.uk](mailto:howgillr@thrivetrust.uk).

**Closing date: Monday 3rd February 2025, 12 noon**

**Interview date: Tuesday 11th February 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

<b>Post Title</b>	Site Facilities Officer
<b>Grade</b>	Grade 5
<b>Location</b>	Kelvin Hall School
<b>Reporting to</b>	Trust Site Manager

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To promote and safeguard the welfare of children,
3. young people and/or vulnerable adults.
4. To open school buildings to ensure access prior to the commencement of the school day, closes buildings ensuring site is completely secure on completion of days activities. This includes setting and un-setting of alarms.
5. To undertake emergency and routine cleaning to form part of the schools whole cleaning strategy.
6. To work under guidance the Senior Facilities
7. Assistant and the Managed Facilities Management company performs routine/basic planned and reactive maintenance to ensure school stays in excellent state of repair.
8. To operate mechanical equipment e.g. stairs (bleacher seating), electric gates and doors and ensuring safe and correct use.
9. To contributes and participates in any inspection to comply with Health and Safety or any other legislation.
10. To Complement the schools outsourced ground maintenance contract by performing basic/routine grounds maintenance as needed to ensure the school ground stay in an excellent state of repair.
11. To use IT systems to operate basic functions of Building Management System (BMS) and to respond to reactive calls from members of staff via e-mails.
12. To undertakes routine porter duties including moving furniture, drinking water bottles etc as and when required.
13. To work as part of the Business Administration Team within School, promoting a team ethos and having a collective approach to school work.
14. To works on-call on a rota to respond to call-outs and undertakes the necessary activities to ensure site is safe and secure.
15. Any other duties of a similar nature and level of responsibility as requested by the School Business Manager or Headteacher.
16. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety at Kelvin Hall School, as your employer and you as an employee of the school. In addition to the School's overall duties, 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 School's Corporate H&S policy.
17. The ability to work at multiple sites across the Academy Trust on a scheduled and adhoc basis.



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## 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.

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

<b>Qualifications</b>	NVQ 2 or equivalent qualification or experience in relevant experience	✓		AF, CQ
	Health & Safety Qualification		✓	
<b>Relevant Experience</b>	General ICT Work	✓		AF, I
	Experience of working in a school Environment		✓	
	Experience of the operation of a 21st century building		✓	
<b>Skills &amp; Abilities</b>	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	✓		
<b>Knowledge</b>	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 polices/codes of practice and awareness of relevant legislation	✓		



		E	D	How Identified
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
<b>Written Skills</b>	The post holder should have a good standard of literacy and numeracy.	✓		
<b>Disclosure &amp; Barring Service</b>	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](mailto: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](mailto:people@thrivetrust.uk)

**Closing Date: Monday 3rd February 2025, 12 noon**

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