



Site Officer
Stour Valley Community School &
Clare Community Primary School

Candidate Information Pack





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Welcome from the Chief Executive Officer

Thank you for your interest in the position of Site Officer at Stour Valley Community School and Clare Community Primary School, part of Anolian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anolian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Sharon Roberds, Head of Operations, on 07450 607583.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the absolute best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 9000 pupils and employs over 1200 members of staff in 18 schools across three counties, with a 19th school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure.

We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

Our four core values and principles guide our work to achieve our vision:



Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together



Empowerment

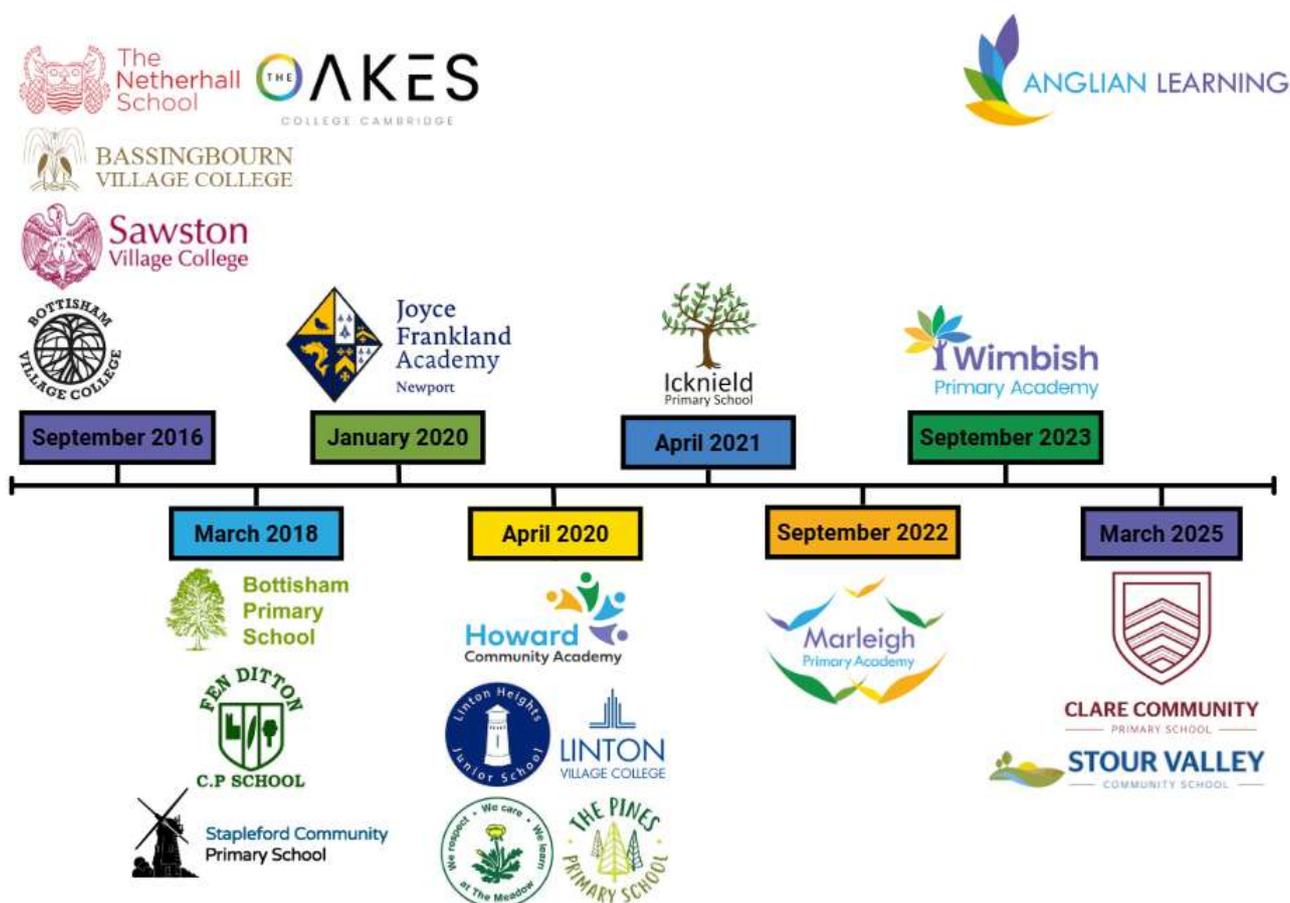
We enable our academies, staff and learners to embrace new ideas and think creatively



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds

It is an exciting time to join our growing community of schools.



We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust



Stour Valley Community School – About Our School

Thank you for your interest in working at Stour Valley Community School. I hope you will find what you need on these pages and please do not hesitate to contact us for further information should you require it. I would also direct you to our website and socials pages (links from the website) to get a real flavour of our vibrant school community.

Central to our vision is the belief in the uniqueness of every student, and that every young person has gifts to discover and share with others. We are committed to building brighter futures for our students, our local community and the wider world. We want our students to be happy and confident, but also be caring and value diversity. Above all we want them to have a thirst for knowledge and a real enthusiasm for life.

We weave our values into everything: **Be Kind, Be Brave, Be Ambitious, Collaborate**

As a headteacher my focus is on continuous staff development and the pursuit of best practice in teaching, pastoral care, school management and staff well-being. I am looking to employ people in student-facing as well as wider-school roles who are dedicated to meeting the evolving needs of all students, fostering environments where both staff and students thrive.

We are a relatively small 11-16 secondary school in the beautiful town of Clare, in rural West Suffolk, situated between Sudbury and Haverhill. We are a community school and our ethos is built on a philosophy of knowing our students and developing a real sense of community. We are over-subscribed and have a PAN of 115 students in each year group. We are committed to offering a broad and balanced curriculum throughout KS3 and into KS4 which allows for all students to be able to pursue their interests and explore new areas of knowledge. Music, Drama, Sport, Art, Design and Technology and Languages are all important and valued curriculum areas alongside Maths, Science and English.

Developing the whole child and nurturing students to value difference and be caring and kind and able to navigate a world of social media distraction and complicated political and social divide is as important to us as ensuring that our students gain the best qualifications they can to open the door to their next stage of learning, be that vocational or academic. Our PSHE (Personal, Social and Health Education) curriculum and our RS (Religious Studies) curriculum is compulsory for all, and they are regularly revised to respond to national and regional areas of concern where educating the students in our care to make responsible and healthy choices as they make their way through their teenage years is an integral part of our safeguarding strategy.

Our staff recognise the importance of networking for developing subject expertise and remaining up to date as well as having strong local and regional connections. We take professional pride in providing inspiring teaching, a secure and caring environment, expert advice and guidance, and rich and motivating enrichment opportunities. We work hard to develop the skills, talents and values of every individual so that they can achieve impressive levels of personal success and go on to make a positive contribution to society.

Are you passionate about making a difference in students' lives? We are looking for dedicated and enthusiastic individuals to join our dynamic team. If you are ready to inspire, collaborate, and grow professionally, we would love to hear from you. Together, we can continue to shape the bright future of our students.

Clare Community Primary School – About Our School

‘The most important thing for us is that children wake up wanting to come to school in the morning.’

This is probably one of our most important core values, Enjoying Learning. Our values and ethos are at the heart of our school community and provide the foundations for every element of learning at Clare. Our vision is to deliver a learning experience for each pupil which encompasses each of these core values: Citizenship, Learning to Learn, Aiming High, Respecting Ourselves and Others and, most importantly, Enjoying Learning.

Each child, irrespective of background or academic ability, has the right to access an engaging and stimulating curriculum, within a safe, secure and nurturing environment. At the heart of our curriculum is our belief in creativity, diversity and aspiration for all. We believe that children should not be limited by labels and have created this curriculum to inspire, enthuse and engage all of our pupils and their families, working in partnership with parents and carers. We also aim for them to acquire experiences within the local and wider environment irrespective of personal socio-economic circumstances.

We are conscious of the responsibility of schools in shaping well-rounded individuals who are confident learners willing to take risks and have the knowledge and skills necessary to be a 21st century citizen. We have incorporated opportunities to develop leadership and collaborative skills, and to utilise our setting fully, including the rich locality as a wider campus.

By the end of their primary education, we want our pupils to be aware of their responsibility in shaping the future as life-long learners, as well as having pride in what they have achieved with us.

I could not be more proud, not only of our nurturing team and aspirational curriculum, but also of the partnerships we have made with our families and within the local community. We look forward to welcoming you to our vibrant and dynamic school.



Site Officer - About the role

Hours: 37 hours per week, 52 weeks of the year

Contract Type: Permanent

Working Pattern: Ideally from 12pm to 8pm Monday to Thursday, 12pm to 7.30pm Friday, with half an hour break during the shift, to allow completion of maintenance work outside school hours and overseeing school lettings. These hours may be slightly adjusted if required (i.e. if a letting finishes earlier or later than 8pm).

Salary: Scale 4, point 7 to 11

Location: Stour Valley Community School and Clare Community Primary School

Anglian Learning is a high-performing multi-academy trust responsible for 15 schools in West Suffolk, Cambridgeshire, and Essex, educating over 8,000 pupils and employing more than 1000 staff.

Our vision is for dynamic, empowered learners who thrive and lead in their communities: locally, nationally, and globally. Our schools are at the heart of their communities and as well as providing a broad, rich, and vibrant curriculum to pupils they also provide sporting, community education and other facilities and opportunities to their local community.

We are committed to making Anglian Learning a place where everyone feels valued and has equal access to the opportunities our Trust offers. We are always open to discussing flexible working opportunities or making reasonable adjustments to ensure you thrive in your role.

Vacancy Details:

We are seeking to appoint a Site Officer to work alongside our existing site team, who work across 2 sites, Stour Valley Community School and Clare Community Primary School. They work hard to maintain the schools to a high standard and to respond to requests from teachers and support staff, supporting the delivery of the daily site team operations. As well as having relevant practical skills and experience, the ideal candidate will be a reliable and proactive team player with good communication skills, taking pride in the school environment and showing a willingness to support the school community.

Subject to a successful probationary period, initially we are able to also offer a 3-bedroom site house for a nominal rent – the site house is to be reviewed in September 2026.

Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#)'s Sports Centres - *Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall*
- 20% Discount on Adult Education Classes run by Anglian Learning School's
- Employee Assistance Programme via Health Assured

- Cycle To Work Salary Sacrifice Scheme
- Discounted Eye Care Vouchers
- Annual Flu Jab Vouchers
- Perkbox
- Investment in Personal Development

Application

If you would like to arrange an informal discussion, please contact Sharon Roberds, Head of Operations, sroberds@stourvalley.org.

To apply for this vacancy please complete the application process via our website outlining how your skills and experience will enable you to be successful in this role.

Please note that CVs will not be accepted.

If for any reason you need to apply via an alternative accessible format, please do contact us on hr@anglianlearning.org

Closing Date: 11 January 2026

Interview date: TBC

Start date: As soon as possible, subject to safeguarding checks

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.

As a result of the changes to the UK immigration rules which came into effect on 1 January 2021, Anglian Learning will offer sponsorship for a skilled worker visa under the points-based system, where a role has been deemed to be business critical'. Do contact us to discuss further.

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school

Site Officer – Job Description

Salary	Scale 4, Points 7 to 11, £26,403 - £28,142
Hours	37 hours, 52 weeks to include agreed hours at Stour Valley Community School and Clare Community Primary School. Working pattern in conjunction with other site roles to cover site opening hours.
Pension	LGPS is a salary-related, defined benefit scheme and is not affected by stock market changes or performance of investments
Annual Leave	
Benefits	<ul style="list-style-type: none"> • Free membership to all of Anglian Learning’s Sports Centres • Employee Assistance Programme • Cycle To Work Salary Sacrifice Scheme • Annual Flu vaccines • Discounted Eye Care Vouchers • Perkbox platform • Personal development training
Disclosure Level	Enhanced DBS
Location	Stour Valley Community School and Clare Community Primary School
Responsible to	Head of Operations
Job Purpose	<ul style="list-style-type: none"> • To ensure the effective day-to-day operation of the site. • To work across the school sites, supporting the Headteachers and Head of Operations in the delivery of the daily Site Team operations.

Main Responsibilities

- To liaise closely with the Head of Operations to undertake daily tasks as required.
- Undertaking processes for opening and closing schools, turning off and setting alarms, unlocking and locking of the schools, gates and buildings including any evening use as required.
- Responding to activations of the school alarm, liaising with police and alarm company.
- Ensuring that the work of the site team maximises the security of the site, with cost-effective maintenance and effective energy management, contributing to site maintenance as necessary.
- Working with the Head of Operations to maintain the site to the highest standard in order to provide an outstanding learning and working environment for pupils and staff, and a first-class resource for the community.

- Delivering the maintenance programme across site.
- Support the schools and staff dealing with general site issues/maintenance as reported via the online Every reporting system.
- Providing outstanding service to community users and outside lettings.
- Work closely with the Head of Operations delivering emergency procedures and plans.
- Assist with the effective ordering procedures for repairs and maintenance jobs within agreed regulations. Monitoring of quality of purchases and seek out new suppliers, where appropriate.
- Support the management of contractors for any building works/capital refurbishment projects required.
- Assist the Head of Operations on all aspects of risk management and control, particularly for asbestos, COSHH and Fire risks.
- Assist the Head of Operations with maintaining an appropriate asset register ensuring compliance with procedures for the disposal of redundant equipment/assets in conjunction with existing procedures.
- Support the Head of Operations to ensure that there are adequate procedures are in place at the schools (and up-to-date records are kept) to deal with the following:
 - a) Fire systems and records
 - b) Asbestos register
 - c) Inspections/Testing
 - d) Key Register
- To oversee and advise on security:
 - a) Ensure contractors adhere to school and Trust policies and have permits to work.
 - b) Liaising with Head of Operations and HR Officer to ensure contractors are on the school Single Central Record, where appropriate.
 - c) To arrange regular maintenance and servicing of the school minibus, ensuring the MOT and Road Tax are in place as necessary.
 - d) Provide cover for opening and unlocking in times of staff absence or annual leave to ensure maintenance and other contract work can be completed.
 - e) Overall security of the school premises including the locking of all windows and doors and the drawing of blinds at ground floor level.
 - f) Register as the keyholder and be the first point of contact in an emergency call-out situation. You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or at weekends.

General Duties

- Carry out routine procedures and inspection of ancillary equipment logging inspections as required.
- Ensure caretaking and cleaning equipment is in safe and in proper working condition.
- Working with the Head of Operations, coordinating of tests and inspections and maintaining records using the Property Compliance Software.
- Maintain adequate supplies of consumables and equipment.
- Liaise with the Head of Operations regarding repairs and maintenance work which is beyond the level of competence of the school Site Staff.
- Oversee and inspect the work of contractors to ensure that work is completed to the required specification and satisfaction of the school.
- In conjunction with the Head of Operations, day-to-day liaison with the cleaning contractor to ensure that the school is cleaned to the required standard each day.
- Ensure that those areas within the scope of the Site Officer's duties conform to the Health and Safety at Work Act, 1974, and the Fire Regulations.

- Monitor the work of Grounds Maintenance Contractors. Liaise with the Head of Operations regarding any issues/concerns.

Emergency Situations

- Provide access to the secondary and primary sites as required and if required outside normal hours of opening, including access in the event of emergencies, for example, snow, flood, etc at the request of the proper authorities.
- Carry out procedures in the event of fire, flood, breaking and entering, accident or major damage.

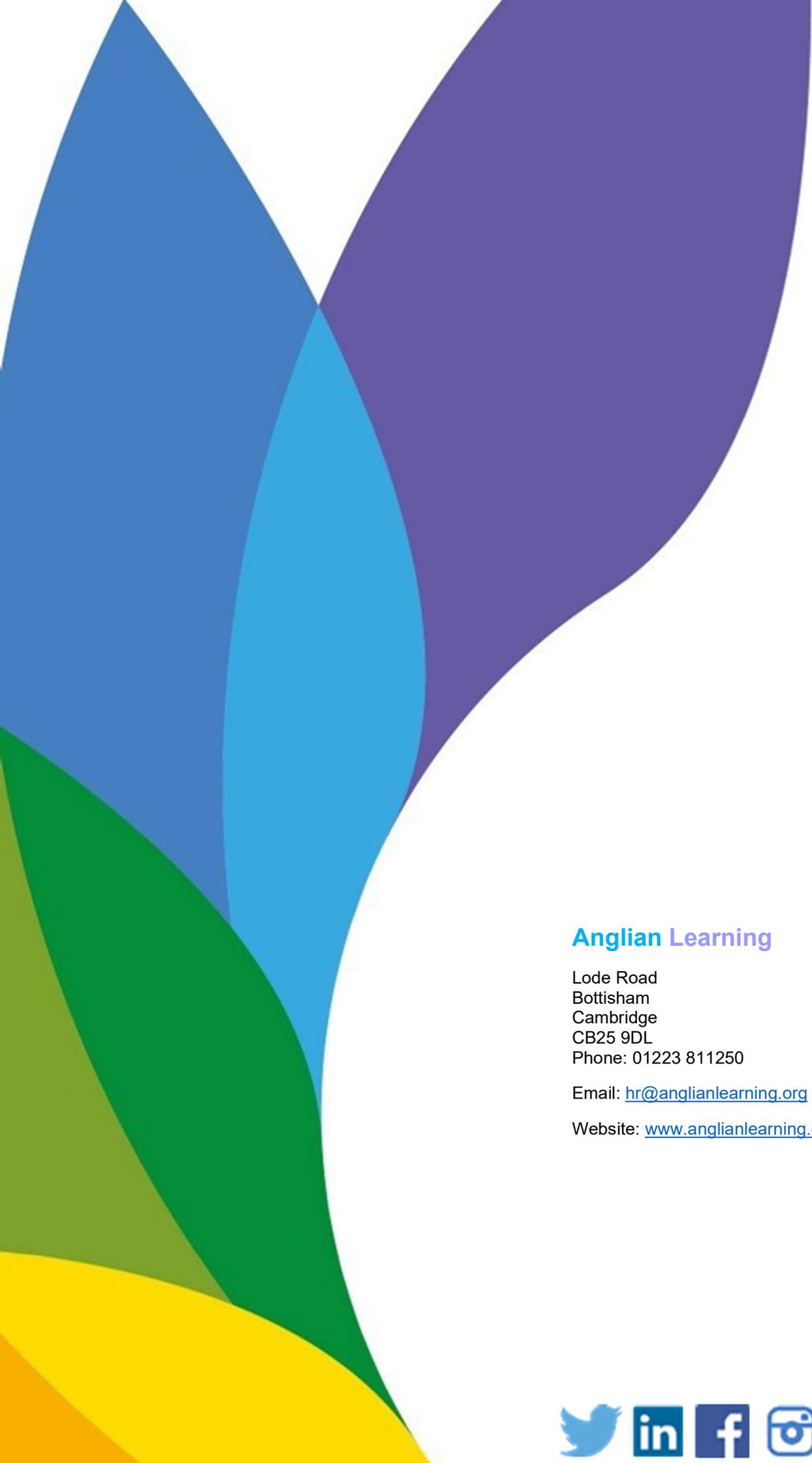
Health & Safety

- Assist the Head of Operations with Health & Safety Audits and Fire Risk Assessments/Fire Safety.
- Ensure that COSHH Registers are kept up-to-date and in accordance with guidelines and relevant staff are made aware of them.
- Ensure that the requisite Health & Safety regulations and school policies are complied with for the safety of staff and students.
- Ensure appropriate risk assessments are in place.
- Carry out monthly Legionella temperature checks across both sites, ensuring these are logged and reported.
- Updating and using the Property Compliance Software, addressing all activities and maintenance issues as required.

Site Officer – Person Specification

Education and Qualifications	• Educated to GCSE Level with a good standard of literacy and numeracy	Essential
	• GCSE grade C+/4+ or equivalent in English and Maths	Desirable
	• Trade qualifications, e.g. electrical, carpentry, heating, plumbing	Desirable
	• MIDAS trained with D1 on driving license to enable minibus to be driven	Desirable
	• First Aid qualification	Desirable
Experience	• Experience of working in a similar role within a school or similar setting	Desirable
	• Experience of current cleaning materials/methods/appliances and monitoring the quality of work undertaken by cleaning staff	Desirable
	• Experience of working with young people	Desirable
Skills and Knowledge	• Demonstrate knowledge of security and methodology for both building and grounds without risking the health and safety of the school community	Essential
	• Knowledge of relevant policies/codes of practice/ legislation relating to health and safety requirements within a school environment	Desirable
	• DIY skills to undertake day to day repairs and maintenance of school buildings	Essential
	• Skills in a trade such as electrician, carpenter, heating engineer, roofer, plumber	Desirable
	• Good understanding of electrical/heating installations	Desirable
	• Knowledge of PAT testing	Desirable

	<ul style="list-style-type: none"> Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment 	Essential
Professional Qualities	<ul style="list-style-type: none"> Ability to work well with other colleagues Ability to operate as part of a team or independently, as required Ability to maintain confidentiality Ability to use ICT Flexibility in relation to duties carried out 	Essential Essential Essential Essential Essential
Personal Attributes	<ul style="list-style-type: none"> A commitment to safeguarding the welfare of children and vulnerable adults Energy and enthusiasm Resilience Ability to remain calm in difficult situations Excellent attendance and punctuality A willingness to go the extra mile for the advantage of pupils, staff and community users of the school facilities A respect for young people Appropriate professional relationship with colleagues and children 	Essential Essential Essential Essential Essential Essential Essential



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