ANGLIAN LEARNING

Welcome to our Trust

Site Officer Recruitment Pack



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Welcome to Anglian Learning



Thank you for your interest in the position of Site Officer at Soham Village College.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation 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 provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact People Services, at peopleservices@anglianlearning.org.

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

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning

Our Values:

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.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.



Educating more than 11,000 pupils and employing over 1,650 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Soham Village College



Soham Village College is a delightful place to work. Our highly skilled teams of teachers and support staff work in a collaborative culture with a commitment to high quality professional development and the delivery of outstanding teaching and learning. The strong relationships between students and staff, the well-resourced classrooms and the beautiful 40-acre site contribute to an extremely positive learning environment. We offer over 100 extra-curricular activities and are consistently over-subscribed.

Our GCSE results, continue to be strong as a result of highly skilful teaching. Ofsted identified during their most recent visit that students 'produce work of exceptional quality'.

We are particularly proud of our students, who are well-motivated and keen to learn. Ofsted recognised that our 'students are extremely polite and respectful' and their 'behaviour is exemplary'.

We have high aspirations for our students and hope that you will want to be part of our team as we prepare them for the future.





Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

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 of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Rosie Holland, HR officer, at peopleservices@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



20 % Discount on certain mobile phone contracts with EE



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card





Role Summary

We are seeking to appoint a Site Officer to work alongside our existing site team, 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.

Job Description
Site Officer
Soham Village College

SALARY: Cambridgeshire Scale 3, points 5 - 6 £25,586 - £25,989 (FTE).

HOURS: Full time 37 hours , 52 Weeks, Permanent. Hours to be agreed with Site Manager on appointment, shift work will be expected.

PENSION: LGPS Pension Scheme

ANNUAL LEAVE: Starts at 25 days plus Bank Holidays, more for those with local government continuous service.

DISCLOSURE LEVEL: Enhanced DBS plus Barred List Checks

LOCATION: The post holder will be based at Soham Village College but will be expected to work across the Trust and to travel between sites.

RESPONSIBLE TO: Site Manager

MAIN RESPONSIBILITIES

- To liaise closely with the Site Manager to undertake daily tasks as required.
- Undertake processes for opening and closing the schools, setting and deactivating alarms, unlocking and locking school gates and buildings, including for any evening use as required.
- Respond to activations of the school alarm, liaising with the police and alarm company.
- Ensure 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.
- Work with the Site Manager 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.
- Deliver the maintenance programme across the site.
- Support schools and staff by dealing with general site issues and maintenance requests reported via the online iAMCompliant reporting system.
- Provide outstanding service to community users and external lettings.
- Work closely with the Site Team to deliver emergency procedures and plans.
- Assist with effective ordering procedures for repairs and maintenance works within agreed regulations, monitoring the quality of purchases and seeking out new suppliers where appropriate.
- Support the management of contractors undertaking building works and capital refurbishment projects
- Assist the Site Team with all aspects of risk management and control, particularly relating to asbestos, COSHH and fire risks.
- Assist the Site Team in maintaining an appropriate asset register and ensuring compliance with procedures for the disposal of redundant equipment and assets in line with existing procedures.

- Support the Site Team to ensure that adequate procedures are in place at the schools, and that up-to-date records are maintained, in relation to:
  - Fire systems and records
  - Asbestos register
  - Inspections and testing
  - Key register

- To oversee and advise on security by:
  - Ensuring contractors adhere to school and Trust policies and have appropriate permits to work.
  - Liaising with the Estates and People Services Teams to ensure contractors are included on the school's Single Central Record, where appropriate.
  - Providing cover for opening and unlocking during staff absence or annual leave to ensure maintenance and other contract work can be completed.
  - Maintaining the overall security of the school premises, including ensuring all windows and doors are locked and blinds are drawn at ground-floor level.
  - Registering as a keyholder and acting as a point of contact in emergency call-out situations. You may be required to attend site at unsociable hours or weekends to deal with security issues, undertake emergency repairs, or provide access to contractors working on site during school holidays or weekends.

GENERAL DUTIES

- Carry out routine procedures and inspections of ancillary equipment, logging inspections as required.
- Ensure caretaking and cleaning equipment is safe and in proper working condition.
- Work with the Site Manager to coordinate tests and inspections and maintain records using the Property Compliance Software.
- Maintain adequate supplies of consumables and equipment.
- Liaise with the Site Manager regarding repairs and maintenance work that is beyond the competence of the school site staff.
- Oversee and inspect the work of contractors to ensure that work is completed to the required specification and to the satisfaction of the school.
- In conjunction with the Site Manager, undertake day-to-day liaison with the cleaning contractor to ensure that the school is cleaned to the required standard each day.
- Ensure that areas within the scope of the Site Officer's responsibilities comply with the Health and Safety at Work Act 1974 and Fire Regulations.
- Monitor the work of grounds maintenance contractors and liaise with the Site Manager regarding any issues or concerns.

EMERGENCY SITUATIONS

- Provide access to the site as required and, where necessary, outside normal opening hours, including access in emergency situations such as snow, flooding or other incidents, at the request of the appropriate authorities.
- Carry out the appropriate procedures in the event of fire, flood, break-ins, accidents or major damage to the premises.

Person Specification

Site Officer

Soham Village College

Qualifications and Training

Essential:

- Educated to GCSE level (or equivalent) with a good standard of literacy and numeracy.
- Full UK driving licence.

Desirable

- Trade qualifications, for example in electrical work, carpentry, heating or plumbing.
- A relevant facilities, health and safety, or operations management qualification (e.g. NEBOSH, IOSH or Facilities Management).
- MIDAS trained, with Category D1 entitlement on a UK driving licence to enable the driving of a minibus.
- First Aid qualification.

Experience, SKills & Knowledge

Experience

Desirable

- Experience of working in a similar role within a school or comparable setting.
- Experience of using current cleaning materials, methods and equipment, and of monitoring the quality of work undertaken by cleaning staff.
- Experience of working with young people.

Skills and Knowledge

Essential

- Demonstrable knowledge of security procedures and methods for maintaining the security of school buildings and grounds whilst ensuring the health, safety and wellbeing of the school community.
- Practical DIY skills, with the ability to undertake day-to-day repairs and maintenance of school buildings.

Desirable

- Knowledge of relevant policies, codes of practice and legislation relating to health and safety requirements within a school environment.
- Trade skills in a discipline such as electrical work, carpentry, heating engineering, roofing or plumbing.
- Good understanding of electrical and heating installations.
- Knowledge of Portable Appliance Testing (PAT).

Personal Qualities

- Ability to work effectively with colleagues and build positive working relationships.
- Ability to work both independently and as part of a team, as required.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Competent ICT skills.
- Flexible approach to duties and working arrangements.
- Ability to remain calm and professional in challenging situations.
- Excellent attendance and punctuality record.
- Willingness to go the extra mile to support pupils, staff and community users of the school's facilities.
- Respect for young people and a commitment to supporting their development and wellbeing.
- Ability to establish and maintain appropriate professional relationships with colleagues, pupils and other stakeholders.

How to apply

Dates

CLOSING DATE:	29th November 2026
INTERVIEW DATES:	2nd or 3rd December 2026
START DATE:	ASAP

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about the Site Officer role and meet the person specification we invite you to apply for this exciting opportunity via Our Website

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's People Services Team via peopleservices@anglianlearning.org

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.
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. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - https://anglianlearning.org/information/data-protection-policies/

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 schools.

Get in touch

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