



Communicating Love; Inspiring our Community to Flourish



## Candidate Information Pack

School Site Officer – SCP Point 7 – 10 (£25,584 FTE - £27,269 FTE)

Full time – 37.5 hours p/w, 52 weeks

Start date – 1<sup>st</sup> September 2025

St Gabriel's CofE Academy, Houlton, CV23 1AN

## Letter from the Headteacher

Dear Candidate,

Thank you for taking the time to find out more about the position of School Site Officer here at St. Gabriel's Church of England Academy. We are really proud of our school and what we have achieved since opening in 2018. We are looking for a School Site Officer to play an important role in our Business and Premises team as we seek to continue on our mission to love and inspire our community to flourish. This role offers the successful candidate the opportunity to care for and maintain our fantastic building and grounds for the benefit of the whole school community and to maintain and develop our compliance practices.

St Gabriel's has around 500 children from Nursery through to Year 6. Our school building is an amazing space with wonderful opportunities for children to learn in great facilities and with our Premises team tasked with maintaining and enhancing our facilities for the benefit of all users. This role serves the community, a major priority in a newly established area. As a school, we are committed to inspiring, challenging and supporting the children in our care to fulfil their potential, making them feel valued, loved and able to flourish. Their needs are at the heart of all our decision-making and, as a Church of England School, our inclusive Christian ethos is at the centre of what we do as we aim to work for the common good of everyone.

This is an opportunity for an individual with passion, skill and dedication to make their mark on our school, contributing to the maintenance of a high quality education environment for our pupils whilst growing themselves personally and professionally. We can offer the successful candidate the opportunity to take their place alongside a talented and dedicated staff team who are continually seeking to grow and develop together.

I hope this opportunity has captured your interest, if so, please consider the job description with care, this will undoubtedly be a challenging and rewarding position, if you feel inspired to take up this challenge, I would love to hear from you.

Andrew Taylor  
Headteacher  
St Gabriel's CofE Academy



## Ethos



At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society

## Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

**Communicating Love; Inspiring our Community to Flourish**

**Inspired by –**

**Love one Another as I have Loved you. John 13:34**

## Job Description – School Site Officer



### About the Role

The Trust is looking to appoint an inspirational and highly effective School Site Officer who is committed to supporting our Business and Premises team function to the highest standard. The successful candidate will have the opportunity to work with our Site Manager, Business Manager and wider team to secure excellence in our provision; maintaining and developing a high-quality learning environment for our children.

### Accountability:

The School Site Officer is managed by and is directly accountable to the Headteacher and Trust Business Manager. The postholder will be supervised on a day-to-day basis by the School Site Manager. At all times the School Site Officer will operate within school policies and procedures.

### Purpose of the Job

The School Site Officer has general responsibility to support the School Site Manager in maintaining the appearance, security and operating capacity of the building facilities. This may involve supporting with supervision of the cleaning team, taking an active role in upholding site security, liaising with contractors, assisting with school hall lettings, undertaking regular site compliance checks for recording in the premises log book, as well as general maintenance of the school building.

### Duties and Responsibilities

#### Cleaning

- Maintaining the appearance of all communal areas of the school including the entrance, corridors and hall spaces.
- Floor scrubber machine operation, vacuuming and mopping.
- Supervision and quality control of external cleaners, who clean the school classrooms and offices. Communication is typically via the external Cleaning Manager and/or onsite Cleaning Supervisor.
- Maintaining cleaning material stock levels.
- Empty playground bins and ensure refuse area is kept secure and tidy.

#### Site Security

- Be a designated key holder for the property and alarm responder.
- Ensure the opening and locking of the site each working day, including setting of the intruder alarm.

- Open and close the school gate at opening times, welcoming the children into school and greeting families.

### **Liaising with Contractors**

- Under the direction of the Site Manager, to be the site contact to welcome premises contractors into school, providing a safety site induction and ensuring work is carried out as required.
- Assist the Site Manager and Business Manager in sourcing contractors to carry out required premises maintenance or servicing work at the school.
- Review RAMS in advance of contractor visits to be familiar with the scope of any proposed external works.
- Assist the Site Manager and Business Manager in complying with the school's routine external Health & Safety audits.

### **Site Lettings**

- Ensure the lettings areas are kept clean and tidy ready for users.
- Be a point of contact onsite to support lessees using the premises.

### **Site Compliance Checks**

- Support the School Site Manager in carrying out required site compliance checks and record the results of checks in the premises log book. This includes routine daily site inspections, weekly call point and door release checks, weekly inspection of outdoor fixed play equipment, weekly flushing of hot/cold water outlets, monthly inspection of firefighting equipment, emergency lighting, hinge protection, access equipment and alarms.
- Assist the Site Manager in the administration of termly fire drills.
- Assist the Site Manager in maintaining COSHH records and compliance.

### **Site Maintenance**

- Alongside the Site Manager, take an active role in maintenance of the school premises, including carrying out basic DiY and repairs (within skillset).
- In frosty weather, carry out salt and grit spreading on exterior paths.
- Assist School Receptionist in accepting and unpacking deliveries.

### **Other**

- Maintain a commitment to professional development and training; keeping up-to-date with

Health & Safety developments.

- Act as an ambassador for the provision, promoting the ethos, aims and provision at St Gabriel's Church of England Academy.
- Maintain a commitment to safeguarding our children, reporting any identified concerns to a Designated Safeguarding Lead (DSL).
- Have a working knowledge of basic computer programmes such as Microsoft Office, and commit to daily checking of emails, calendars and communication.
- Be willing to undertake full Paediatric First Aid training and to administer first aid if required.
- Any other duties required by the Headteacher, which are within the scope of this post.

*This job description is subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation.*



## Person Specification



This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.

| Education and training |  | Essential | Desirable | Measured by:              |
|------------------------|--|-----------|-----------|---------------------------|
|                        | Relevant level 2 certificate in Property, Caretaking or Facilities services, Apprenticeship or other                   |           | ✓         | Application               |
|                        | Evidence of further professional development   |           | ✓         | Application               |
| Relevant Experience    |  |           |           |                           |
|                        | Working in a school environment  |           | ✓         |                           |
|                        | Cleaning and maintenance experience  | ✓         |           | Application and interview |
| Knowledge and Skills   |  |           |           |                           |
|                        | Knowledge of operational cleaning procedures   | ✓         |           | Application and interview |
|                        | Awareness of Health & Safety, COSHH, Fire regulations and risk assessments relating to the welfare of business users   | ✓         |           |                           |
|                        | Competent 'handy-person' jobs such as painting and DIY   |           | ✓         |                           |
| Personal Qualities     |  |           |           |                           |
|                        | Positive and flexible attitude   | ✓         |           | Application and interview |
|                        | Ability to work independently and demonstrate initiative   | ✓         |           |                           |
|                        | Seeks solutions to problems  | ✓         |           |                           |
|                        | Effective verbal and written communication   | ✓         |           |                           |
| Additional             |  |           |           |                           |
|                        | Evidence of an appreciation of establishing and developing positive relationships with parents and the local community | ✓         |           | Application and interview |
|                        | Committed to own continuing professional development   | ✓         |           |                           |
|                        | Demonstrates an understanding that at all times the best interests of the children must be promoted                    | ✓         |           |                           |

|              |  |   |  |                                       |
|--------------|--|---|--|---------------------------------------|
|              | Commitment to upholding and promoting the school's ethos and values  | ✓ |  |                                       |
|              | An understanding of and proactive commitment to promoting equal opportunities for all  | ✓ |  |                                       |
|              | Excellent attendance record  | ✓ |  |                                       |
| Safeguarding |  |   |  |                                       |
|              | Appreciates the significance of child protection and safeguarding for all individual children                                  | ✓ |  | Application, interview and references |
|              | Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community | ✓ |  |                                       |

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two excellent and unequivocal references and a Disclosure of Criminal Record and Disqualification Declaration. An online search of shortlisted candidates will be undertaken.*

***The post holder will be required to take responsibility for and uphold a culture of safeguarding.***





## Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mrs H. Wilmot at [om@stgabrielscofeacademy.org](mailto:om@stgabrielscofeacademy.org)

**Please note the closing date for applications is 12:00pm on 14<sup>th</sup> May 2025**

**Interviews provisionally week beginning 21<sup>st</sup> May 2025**

## Contact Details

**Completed applications and supporting documents should be sent via email to:**

**[om@stgabrielscofeacademy.org](mailto:om@stgabrielscofeacademy.org)**

**or posted to:**

**Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN**

If you do not receive acknowledgement of an electronic application, then please phone  
01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire