



**Barr's Hill School**  
*Building Brighter Futures*

# Site Services Officer

## Recruitment Pack





## BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### **Our Mission**

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### **Our Values**

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### **Join Us**

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Emma Martin

Head Teacher



Placeholder image only



Barr's Hill School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**



## ▼ Job Details

|                                  |   |
|----------------------------------|---|
| JOB TITLE                        | <b>SITE SERVICES OFFICER</b>  |
| OPPORTUNITY                      | <p>We are seeking an excellent Site Services Officer to play a vital part in keeping our school safe, well-maintained and welcoming every day. This is a hands-on role combining practical maintenance skills, site security, and coordination with contractors and staff.</p> <p>In this role you will be responsible for helping keep Barr’s Hill School safe, compliant and welcoming. You will work closely with the Facilities Manager and the wider site team and will be responsible for carrying out hands-on maintenance, site security and contractor coordination. The role is ideal for a practical, skilled individual who takes pride in their work. Training and support will be provided for school-specific systems and procedures</p> |
| REPORTING TO                     | Facilities Manager  |
| LOCATION                         | Based at Barr’s Hill School with a requirement to travel to work at or for schools in the Trust.  |
| SALARY                           | <p>Grade 4: £26,243 - £29,838<br/>         37 hours per week / all year round (52 weeks per annum)</p> <p>Monday – Friday: required to work shifts as part of a rotating shift pattern with flexibility to work for weekend cover</p> <p>Shift Pattern:<br/>         Week 1 6am – 2pm<br/>         Week 2: 11am-7pm</p>   |
| BENEFITS ENHANCING WORKING LIVES | <ul style="list-style-type: none"> <li>- Competitive rates of pay</li> <li>- Professional development opportunities</li> <li>- Career pathways across the Trust</li> <li>- Teacher / Local Authority Pension Scheme</li> <li>- Online retail discount</li> <li>- Employee Assistance Programme</li> <li>- Family Friendly policies to support family &amp; carer commitments</li> <li>- Flexible Working Arrangements</li> </ul> <p><a href="http://www.thefuturestrust.org.uk/why-work-for-the-futures-trust">www.thefuturestrust.org.uk/why-work-for-the-futures-trust</a></p>  |



## Job Description

### **Job Purpose:**

To help and ensure the smooth running of the school by performing daily operational duties comprising janitorial and maintenance tasks and providing support to other departments. You will be responsible for liaising with contractors on site, overseeing their work and safety. You will have a good understanding of and practical skills with building maintenance tasks and site health and safety.

### **Duties and responsibilities:**

#### **On-site coordination**

- Ensure acceptable standards of work are completed, prioritising work, liaising with other site services personnel and other departments to ensure that duties are completed.
- Ensure site security and safety during school opening hour.
- Liaise with contractors, site management, teaching staff and other site support staff.
- Complete audits and site inspections and complete reports.
- Communicate effectively with the use of e-mailing and completion of site forms.

#### **Site Security and Operations:**

- Take responsibility for the day-to-day security and safe operation of the school site, including unlocking and locking, alarm setting and visitor access.
- Act as a key holder and respond appropriately to incidents, emergencies and out-of-hours requirements
- Ensuring the tidiness and safety of the site, including litter picking, rubbish removal and clearing of leaves. Checking the safety of play areas and school equipment and the removal of dangerous material and objects.
- Daily setting out of furniture to support the school operations and lettings functions.
- Movement of furniture and equipment within the school.
- Reporting, carrying out and progressing repairs and other maintenance related work.
- Dealing with school letting requests, complaints and preparing after lettings reports.
- Receipt of and checking of deliveries. Distribution to the relevant internal locations.
- Clearing of snow and gritting of pathways.



## **Maintenance and Repairs:**

- Undertake minor building repairs and maintenance work.
- Carpentry – Fitting white board and notice boards, replacing door and window furniture, easing doors, fencing etc.
- Plumbing – Repair of leaking taps and pipes, fitting of toilet fixtures, clearing of blocked drains, channels and toilets.
- Electrical: Fitting of plug tops, replacing plug fuses, light tubes, bulbs and starters
- General – Minor plaster repairs, minor flooring repairs, painting and decorating, graffiti removal, replacement of fixtures and fittings e.g. toilet roll holders, paper towel holders, brackets, shelves, cupboards, assembly of furniture and shelf fitting, fence and path repairs, temporary glazing repairs.
- Assess issues and escalate to specialist contractors where required
- Identification and sourcing of spare parts and materials for ordering.
- Ensure adequate stock of spare parts hardware and material.
- Minor grounds maintenance, assist with setting up of portable facilities, collecting broken glass and clearing leaves and litter from gullies.

## **Cleaning Duties:**

- Assisting the school cleaning team and cleaning supervisor when necessary, with carrying out their duties.
- Emptying of external bins.
- Collection of recycling.
- Removal of graffiti.

## **Monitoring:**

- Carrying out internal and external school inspections and audits for condition and safety.
- Supporting routine inspections, testing and recording in line with school procedures
- Contractor's safe working and satisfactory completion of contractors work.

## **Any other duties:**

- Support emergency procedures and site safety requirements as required.
- Provide assistance with general enquiries relating to the site.
- Carry out project works during school holidays as instructed by school management.
- Have a full driving license for use of the site truck. (Desirable but not essential)
- First aid trained. (Desirable but not essential as training will be provided)
- Any other site support duties that are in line with the job purpose and grade.

## **Line management**

- None

## **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Site Services Officer are up to date
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



## ▼ Person Specification

| AREAS                        | ESSENTIAL CRITERIA   | DESIRABLE CRITERIA  | MEASURED BY                     |
|------------------------------|--|---|---------------------------------|
| EDUCATION AND QUALIFICATIONS | <ul style="list-style-type: none"> <li>GCSE Maths and English at grade C</li> </ul>  | Formal maintenance / trade qualification<br><br>First aid or site safety training | Application Form Certificates   |
| SKILLS AND ABILITIES         | <ul style="list-style-type: none"> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>Able to use initiative and work effectively with the minimum of supervision and tight deadlines.</li> <li>Liaise and communicate effectively with other staff in respect of duties to be performed and completion of tasks within deadlines.</li> <li>Ability to work as part of a team</li> <li>An understanding of health &amp; safety principles and working safely</li> <li>Follow procedures with regards to janitorial duties, statutory maintenance checks, health &amp; safety, lettings and emergencies.</li> </ul> |   | Application Form Interview Test |

| AREAS                                 | ESSENTIAL CRITERIA   | DESIRABLE CRITERIA                                   | MEASURED BY                       |
|---------------------------------------|--|--|-----------------------------------|
| <b>SKILLS AND ABILITIES CONTINUED</b> | <ul style="list-style-type: none"> <li>• Undertake general maintenance tasks and works including carpentry, plumbing, plastering, building and decorating.</li> <li>• Preparation of basic written reports, completion of forms and able to follow written instructions.</li> <li>• Basic IT skills and ability to Use of a telephone and emails to process enquiries/ queries / complaints.</li> <li>• Carry out basic computer tasks such as internet searches and completion of electronic forms.</li> <li>• On Site liaison with contractors and suppliers.</li> <li>• Communicate in a friendly and effective manner with students, parents, lettings and visitors to site.</li> <li>• Assistance with the daily management and co-ordination of the cleaning team.</li> <li>• Undertaking cleaning, health &amp; safety, and site audits.</li> <li>• Able to carry out emergency cleaning when necessary.</li> <li>• Ability to plan ahead for future tasks, identification and sourcing of materials for ordering.</li> <li>• Able to work outdoors in various weather conditions.</li> </ul> | <p>Able to drive the on-site truck.</p>              |                                   |
| <b>EXPERIENCE</b>                     | <ul style="list-style-type: none"> <li>• Proven hands-on maintenance or facilities experience</li> <li>• Confidence undertaking minor repairs across multiple trade areas</li> <li>• Understanding of site health &amp; safety and compliance</li> <li>• Ability to work independently and prioritise tasks</li> </ul>   | <p>Experience in a school or similar environment</p> | <p>Application Form Interview</p> |

**OTHER  
REQUIREMENTS**

- A professional role model who is committed to their own professional development and to developing others
- Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers.
- Values diversity and the unique contribution that every individual makes to the learning community
- Able to work flexibly and provide cover for colleagues on leave, including working shifts to cover community use if required

Application  
Form  
Interview



## How to apply

Closing date:  
**12<sup>th</sup> May 2026**

Interviews:  
**To Be Confirmed**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:  
**tel: 02477 102134**

To apply for this post, please complete the online application form found at:  
[www.thefuturetrust.org.uk/work-with-us/current-vacancies](http://www.thefuturetrust.org.uk/work-with-us/current-vacancies)

On application please read the following policies found at:  
[www.thefuturetrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturetrust.org.uk/work-with-us/recruitment-pack)

- Barr's Hill Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.