



SITE SERVICES OFFICER RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Keresley Newland Primary Academy is a thriving school that is committed to Building Brighter Futures for all of their students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

Nicola Penlington, Headteacher

JOB TITLE:	SITE SERVICES OFFICER
OPPORTUNITY:	<p>This is an exciting time to join The Futures Trust. We are seeking to appoint a Site Services Officer to support and ensure the smooth running and maintenance of the school by performing daily operational duties comprising janitorial, cleaning and maintenance tasks, providing support to other departments and liaising with contractors on site, overseeing their work and safety.</p> <p>You will have a flexible and supportive approach to tasks and working patterns and be a positive team player.</p>
REPORTING TO:	School Business Manager
LOCATION:	Based at Keresley Newland with a requirement to travel to work at or for schools in the Trust
SALARY:	Grade 4 - £25,429 - £28,912 per annum 37 hours per week, start and finish times by negotiation, all year round
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



Job Purpose

To help and ensure the smooth running and maintenance of the school by performing daily operational duties comprising janitorial, cleaning and maintenance tasks, providing support to other departments and liaising with contractors on site, overseeing their work 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 hours.
- 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.

Janitorial

- Responsible for the building and site security including unlocking and locking of the site, setting of alarms and responding to out-of hours call out.
- 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.
- Provide access for site visitors and oversee the safety of staff, visitors and contractors.
- Daily setting out of furniture to support the school operations and lettings functions.
- Reporting, carrying out and progressing repairs and other maintenance related work.
- Checking the quality of contractor work and signing off contractor visit reports.
- Dealing with school letting requests, complaints and preparing after lettings reports.
- Receipt of and checking of deliveries. Distribution to the relevant internal locations.
- Movement of furniture and equipment within the school.
- Clearing of snow and gritting of pathways.

Maintenance Duties

- Undertake minor building repairs and maintenance work.
- Carpentry – Fitting white board and notice boards, replacing door and window furniture.
- Plumbing – Repair of leaking taps and pipes, fitting of toilet fixtures, clearing of blocked drains, channels and toilets.
- General – Minor plaster repairs, minor flooring repairs, painting and decorating, graffiti removal, replacement of fixtures and fittings, assembly of furniture and shelf fitting, fence and path repairs, temporary glazing repairs.
- Identification and sourcing of spare parts and materials for ordering.
- Ensure adequate stock of spare parts hardware and materiel.
- 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.
- Tidying of rooms and emptying of bins following after school activities and lettings.
- Emptying of external bins.
- Collection of recycling.
- Removal of graffiti.

Monitoring

- Carrying out internal and external school inspections and audits for condition and safety.
- Completion of statutory inspections, testing and recording.
- Contractor's safe working and satisfactory completion of contractors work.

Any other duties

- Assist with emergency procedures.
- Along with the rest of the team, support out of hours emergencies for safety/security reasons.
- Provide assistance with general enquiries relating to the site.
- Carry out project works during school holidays as instructed by school management.
- Under the instruction and direction of senior staff to safely drive the school's minibus.
- Any other site support duties that are in line with the job purpose and grade.

Line management

The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties, and providing advice and guidance to other employees.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill 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



	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none"> GCSE Maths and English at Grade C or equivalent Full, clean driving licence 	<ul style="list-style-type: none"> Qualified first aider or willing to be trained. Training will be provided. 	<p>Application form</p> <p>Certificates</p>
Skills and Abilities	<ul style="list-style-type: none"> Able to follow the school's safeguarding procedures and recognise when to report any concerns Able to use initiative and work effectively, sometimes under pressure, with the minimum of supervision and to tight deadlines. Liaise and communicate effectively with other staff in respect of duties to be performed and completion of tasks within deadlines. Ability to work as part of a team. An understanding of Health & Safety principles and working safely. Follow procedures with regard to janitorial duties, statutory maintenance checks, health & safety, lettings and emergencies. Undertake general maintenance tasks and works including carpentry, plumbing, and glazing, plastering, building and decorating. Preparation of basic written reports, completion of forms and able to follow written instructions. Use of a telephone and e-mails to process enquiries / queries / complaints. Carry out basic computer tasks such as internet searches and completion of electronic forms. On site liaison with contractors and suppliers. Communicate in a friendly and effective manner with students, 		<p>Application form</p> <p>Interview</p> <p>Assessment</p>

	<p>parents, lettings and visitors to site.</p> <ul style="list-style-type: none"> • Assistance with the daily management and co-ordination of the cleaning team. • Undertaking of cleaning, health & safety and site condition audits. • Able to carry out emergency cleaning when necessary. • Ability to plan ahead for future tasks, identification and sourcing of materials for ordering. • Able to work outdoors in various weather conditions. • Able to drive the on-site truck. 		
Experience	<ul style="list-style-type: none"> • Ideally with previous experience as having worked as a skilled or semi-skilled tradesperson. • Consideration will be given to persons demonstrating transferable skills and having the aptitude and enthusiasm to learn new skills 		<p>Application form</p> <p>Interview</p>
Knowledge and understanding	<ul style="list-style-type: none"> • Janitorial duties • Maintenance tasks • Health & Safety procedures 		<p>Application form</p> <p>Interview</p>
Other requirements	<ul style="list-style-type: none"> • 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. • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required 		<p>Interview</p>

HOW TO APPLY



CLOSING DATE:	Friday 10 January 2025
INTERVIEWS:	TBC

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

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- The Keresley Newland Primary Academy Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust 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.

