

President
Kennedy
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.

Tyson Lane
Head Teacher



President Kennedy 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	SITE SERVICES OFFICER
OPPORTUNITY	<p>We are seeking to appoint an excellent Site Services Officer to assist in the provision of a safe, secure, clean, and well-maintained school environment. The Site Services Officer will support the day-to-day operational management of the school premises, ensuring that buildings and grounds are fit for purpose and compliant with relevant health and safety, security and safeguarding requirements.</p>
REPORTING TO	Facilities Manager
LOCATION	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	<p>Grade 4, £26,243 37 hours per week, Monday – Friday. All Year Around Shifts on a rota basis between the hours of 6am and 7pm</p>
BENEFITS: ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturetrust.org.uk/why-work-for-the-futures-trust</p>



▼ Job Description

Job Purpose:

To assist in the provision of a safe, secure, clean, and well-maintained school environment. The Site Services Officer will support the day-to-day operational management of the school premises, ensuring that buildings and grounds are fit for purpose and compliant with relevant health and safety, security and safeguarding requirements.

Key Responsibilities:

Premises Security and Access

- Assist with the opening and closing of the school site in accordance with established procedures.
- Maintain the security of the premises throughout the school day, ensuring buildings are secured and access is appropriately controlled.
- Monitor entrances and site activity, challenging unauthorised persons in line with school safeguarding procedures.
- Operate security systems and respond appropriately to alarms and incidents.
- Ensure all visitors, contractors, and delivery personnel comply with site procedures, including signing-in requirements.

Maintenance, Repair and Planned Preventative Maintenance

- Carry out routine caretaking duties, minor repairs, and maintenance tasks across the school site in line with agreed procedures.
- Undertake planned preventative maintenance (PPM) checks, including routine inspections of fixtures, fittings, equipment, and building elements, as directed by the Facilities Manager.
- Ensure PPM tasks are completed within required timescales and recorded accurately using paper-based and/or electronic systems.
- Maintain clear, accurate, and timely records of maintenance activities, site checks, and issues identified.
- Identify and report defects, damage, or maintenance concerns promptly, escalating issues that fall outside the scope of the role.
- Assist with room layouts and physical set-up/clear-down for lessons, examinations, events, and lettings.



Key Responsibilities Continued:

Health, Safety and Compliance

- Assist in implementing and maintaining health and safety procedures across the school site.
- Carry out regular, scheduled checks of fire exits, escape routes, pathways, lighting, and safety equipment.
- Accurately record statutory and non-statutory checks in line with school procedures.
- Follow safe systems of work, including manual handling and COSHH guidance, at all times.
- Report accidents, near misses, and hazards in line with established procedures.
- Use tools, equipment, and materials safely and in accordance with training.
- Carry out waste handling and graffiti removal tasks in accordance with health and safety guidance, including the safe use of cleaning materials and personal protective equipment (PPE).

Grounds and External Areas

- Support the upkeep of external areas, ensuring pathways, entrances, and outdoor spaces are safe and presentable.
- Undertake tasks such as litter picking, leaf clearance, snow clearance, and gritting as required.
- Assist with maintaining the appearance of the school site, including the removal of graffiti from walls, fixtures, and external surfaces where practical and safe to do so.
- Empty external litter bins and ensure waste is disposed of appropriately in accordance with site procedures.
- Collect and transfer recycling materials from designated collection points to central storage or external collection areas, supporting the school's recycling arrangements.
- Assist with basic gardening and grounds maintenance duties as appropriate to the role.
- Monitor external areas for cleanliness and report any persistent issues or damage to the Facilities Manager.

Emergency Procedures and Incident Response

- Act as a key site contact during emergency situations, including fire evacuations, lockdowns, adverse weather incidents, or utility failures.
- Assist with emergency evacuations, ensuring procedures are followed and assembly areas are supported.
- Respond promptly to site-related emergencies, such as leaks, break-ins, or safety hazards, and take appropriate action to minimise risk.
- Support the School Leadership Team and emergency services during incidents, providing site access and information as required.
- Participate in emergency planning, drills, and training as directed.

Physical Demands and Working Environment

- The role involves significant physical activity, including standing, walking, bending, lifting, carrying, pushing, and pulling equipment and materials.
- Regular manual handling of furniture, deliveries, tools, and equipment is required, in line with training and safe working practices.
- The postholder will be required to work both indoors and outdoors in all weather conditions.
- The role may involve working at height (e.g., step ladders), subject to appropriate training.
- The ability to respond physically to emergencies and site issues, including during adverse weather conditions or outside of normal hours, is essential.



Key Responsibilities Continued:

General and Operational Duties

- Assist with deliveries, storage, and movement of furniture and equipment around the site.
- Support school lettings and events outside of normal school hours where required.
- Provide practical support to the school cleaning team, when required, to assist with site cleanliness or operational needs, including moving furniture, clearing spillages, or supporting cleaning tasks during peak periods or emergencies.
- Work cooperatively with cleaning staff to ensure that the school environment remains safe, clean, and fit for purpose throughout the school day.
- Work flexibly to meet the operational needs of the school.

Other Duties

- Undertake other duties commensurate with the grade and responsibilities of the post as reasonably required by the Headteacher, Operations or Facilities Manager.

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

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSEs in Maths and English at grade 4 or equivalent Full, clean driving licence 	<ul style="list-style-type: none"> First Aid qualification or willingness to undertake training Minibus driver qualified or willingness to undertake training 	<ul style="list-style-type: none"> Application Form Certificates Vehicle License Check
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to carry out practical site duties, including minor repairs, basic maintenance, graffiti removal, waste handling, grounds support, and assisting cleaning activities. Ability to undertake planned preventative maintenance (PPM) checks accurately and methodically, following checklists and set procedures. Ability to use basic computer systems to input data, complete electronic or paper-based records, and maintain accurate logs. Good administrative skills to record inspections, maintenance tasks, compliance checks, recycling and waste activity, and incidents clearly and accurately. Ability to follow written instructions, health and safety guidance, and safe systems of work. 	<ul style="list-style-type: none"> Ability to use electronic maintenance, PPM, or compliance recording systems. Ability to assist effectively during emergency situations, such as evacuations or site incidents. 	<ul style="list-style-type: none"> Application Form Interview Assessment

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES CONTINUED	<ul style="list-style-type: none"> • Ability to work both independently on routine tasks and cooperatively with site, cleaning and wider school teams. • Able to use initiative and work effectively, calmly, sometimes under pressure with the minimum of supervision and to tight deadlines. • Strong communication skills, with the ability to communicate clearly, calmly, and professionally with a wide range of audiences, including students, staff, visitors, contractors, and external services. • Physical ability to undertake regular manual handling, prolonged standing and walking, and work indoors and outdoors in all weather conditions 		
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a caretaking, site services, facilities, maintenance, or similar practical role. • Experience of carrying out routine site duties within established procedures and under supervision. • Consideration will be given to persons demonstrating transferrable skills and having the aptitude and enthusiasm to learn new skills. 	<ul style="list-style-type: none"> • Experience of working in a school, educational setting, or large, multi-use site. • Experience of assisting with PPM tasks, site inspections, or routine compliance checks. • Experience of using a MULE, utility vehicle, or similar light plant/equipment as part of site services, caretaking, or facilities duties 	<ul style="list-style-type: none"> • Application Form • Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Understanding of basic health and safety principles, including manual handling, COSHH, and safe working practices. • Understanding of the importance of accurate record-keeping for health, safety, and statutory compliance. • Understanding of the need to follow established procedures and escalate issues beyond the scope of the role. 	<ul style="list-style-type: none"> • Knowledge of planned preventative maintenance processes within a facilities or education setting. 	Application Form Interview

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
KNOWLEDGE AND UNDERSTANDING CONTINUED	<ul style="list-style-type: none"> • Awareness of safeguarding responsibilities when working in a school environment. • Understanding of the importance of clear, accurate, and timely communication in maintaining site safety, safeguarding, and effective school operations. • Understanding of the need to follow communication protocols, including radio use and escalation procedures, particularly during incidents or emergencies 	<ul style="list-style-type: none"> • Awareness of recycling practices and safe waste management. • Understanding of the safe operation of light site equipment, including adherence to site rules, pedestrian safety, and risk assessments when operating a MULE or similar vehicle. 	
PHYSICAL REQUIREMENTS AND WORKING CONDITIONS	<ul style="list-style-type: none"> • Ability to undertake physically demanding work, including lifting, carrying, pushing, pulling, bending, kneeling, and working at height (subject to training and risk assessment). • Ability to respond physically to emergency situations or urgent site issues. <p><i>(Reasonable adjustments will be considered in line with the Equality Act; however, these physical requirements are intrinsic to the role.)</i></p>		<ul style="list-style-type: none"> • Application Form • Interview
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. • Values diversity and the unique contribution that every individual makes to the learning community • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required 		<p>Application Form Interview</p>



How to apply

Closing date:
Monday 11th May 2026

Interviews:
w/c 11th May 2026

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

On application, please read the following policies found at:
www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- President Kennedy School 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.