

Site Services Officer

Recruitment Pack





THE FUTURES TRUST - 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:

- Students 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 us.

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.



Matt Nicolle

Head Teacher



Redmoor Academy has a long standing reputation as an excellent school that provides a high quality education for all students, high expectations both in and out of the classroom and superb pastoral care. Our overarching aim of “Excellence, opportunities and success for all,” captures our aspirational and inclusive ethos

We set high aspirations within a culture of academic excellence, teaching the majority of subjects in mixed attainment groups and are passionate in our desire for every student to be successful. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

We see Redmoor as being at the heart of the local community. Involving parents, local businesses and organisations in our school is central to our success.

The impact we have on our students is;

- *recognized* in our most recent Ofsted inspection in September 2021 where we were judged securely “good” in all areas
- *demonstrated* by 8 years of positive Progress 8 and fantastic GCSE outcomes for students
- *evidenced* in the social development of our students as they become valuable members of the community
- *affirmed* by the significant over subscription for places in Year 7 we experience every year.

Our CPD programme invests in the continued CPD of all colleagues, focusing on whole school priorities and the sustained development of pedagogy based on research, best practice and excellent links with other schools. We offer individualised pathways which support staff at all stages of their career including coaching, in-house training (with SSAT) and National Professional Qualifications.

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	We are seeking to appoint a Site Services Officer to join our Premises team at Redmoor Academy who will support and ensure the smooth running and maintenance of the school. You will be responsible for supervision of the site, the maintenance and security of our buildings in addition to undertaking high quality janitorial and cleaning tasks to ensure that there is a comfortable, clean and safe environment for our students. You will be responsible for liaising with contractors on site, overseeing their work and safety and will need a good understanding of building maintenance, compliance and site health and safety.
REPORTING TO	Operations Manager
LOCATION	Based at Redmoor Academy, there may be a requirement to travel to other schools within the Trust for collaboration opportunities.
SALARY/ HOURS (PAS ONLY)	Grade 4 - £26243 – £29838 per annum (pay award pending) 52 weeks 37 hours a week, on a 3 week shift rotation, to be available to work between the hours of 6.30am – 6pm (including half an hour unpaid break) (see below for details)
BENEFITS ENHANCING WORKING LIVES	- 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 www.thefuturestrust.org.uk/why-work-for-the-futures-trust



▼ Job Description

Job Purpose:

To help and ensure the smooth running of the school by performing daily operational duties comprising janitorial, maintenance tasks and providing support to the design technology department. 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. You will also provide technical design and technology support, advice and assistance to individual and small groups of learners under the direction of class teachers .

Duties and responsibilities:

Site Security and Operations

- To open and lock the grounds and school buildings including setting and unsetting alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To attend the premises when alarm is triggered, out of hours and liaise with Police, as necessary, to check windows are closed.
- Carry out emergency security repairs where possible or contact the appropriate contractor.
- Ensure acceptable standards of work are completed, prioritising work, liaising with other site services personnel and other departments to ensure that duties are completed.
- Liaise with contractors, site management, teaching staff and other site support staff.
- Assist with completing audits and site inspections and complete reports.
- Communicate effectively with the use of e-mailing and completion of site forms.
- Ensuring the tidiness and safety of the site, including litter picking, rubbish removal and clearing of leaves.
- Checking the safety of outside spaces and school equipment and the removal of dangerous materiel and objects.
- 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.
- Receipt of and checking of deliveries. Distribution to the relevant internal locations.
- Clearing of snow and gritting of pathways when required.

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.
- 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.
- Undertake regular first aid training and administer first aid as required.
- 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.

To be available for the following shift pattern on a three week rotation:

Early: 6.30am – 2.30pm Monday to Thursday & 6.30am - 2.00pm Friday

Day: 8.00am – 4.00pm Monday to Thursday & 8.00am – 3.30pm Friday

Late: 10.00am - 6.00pm Monday to Thursday & 10.30am – 6.00pm Friday



▼ Person Specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	GCSE Maths and English at grade C	- Formal maintenance / trade qualification - First aid or site safety training	Application form Certificates
SKILLS AND ABILITIES	- Able to follow the school's safeguarding procedures and recognise when to report any concerns - Able to use initiative and work effectively with the minimum of supervision and 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 regards to duties, statutory maintenance checks, health & safety, lettings and emergencies.		Application form Interview

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ATTRIBUTES CONT...	- Undertake general maintenance tasks and works including carpentry, plumbing, plastering, building and decorating. - Preparation of basic written reports, completion of forms and able to follow written instructions. - Basic IT skills and ability to Use of a telephone and emails 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, parents, lettings and visitors to site. - Assistance with the daily management and co-ordination of the cleaning team. - Undertaking cleaning, health & safety, and site audits. - Able to carry out emergency cleaning when necessary. - Ability to plan ahead for future tasks, identification and sourcing of materials for ordering.		Interview Assessment
EXPERIENCE	- Proven hands-on maintenance or facilities experience - Confidence undertaking minor repairs across multiple trade areas - Understanding of site health & safety and compliance - Ability to work independently and prioritise tasks	Experience in a school or similar environment	Application form Interview Assessment
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 - Ability to work flexibly, and to attend meetings and INSET days as required		Interview



How to apply

Closing date:

Wednesday 14th October 2026

Interviews:

w/c 26th October 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.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Redmoor Academy 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.