Site Officer

Location: Burrough Green Primary Academy and Great Wilbraham Primary Academy
Hours: 10 hours per week, worked across both school sites as agreed
Contract: Permanent, Term Time plus 2 INSET/holiday working days
Salary: NJC Scale Points 7-12 (£14.30 per hour), starting salary £6,588 per annum
Responsible to: Office Manager, Head of Schools and Executive Headteacher

Purpose of the Role

To provide caretaking, maintenance, health and safety, and security support across Burrough Green Primary Academy and Great Wilbraham Primary Academy. The Site Officer will ensure both school sites are safe, secure, compliant and well maintained, creating an environment that supports high-quality teaching and learning.

Main Duties and Responsibilities

Site Security

- Ensure the security of buildings, grounds, equipment and facilities.
- Undertake regular security inspections of both sites.
- Report any security concerns promptly to school leaders.

Health and Safety

- Undertake routine health and safety inspections.
- Identify, report and, where appropriate, rectify hazards and defects.
- Maintain records of inspections, maintenance and compliance checks.
- Assist with fire safety checks and ensure escape routes remain clear.
- Support the schools in maintaining compliance with health and safety legislation.

Building and Grounds Maintenance

- Carry out minor repairs and maintenance tasks, including:
    - Painting and decorating
    - Basic plumbing repairs
    - Carpentry and furniture repairs
    - Replacing light bulbs and fittings
    - General DIY and maintenance tasks
- Monitor the condition of buildings, fixtures, fittings and equipment.
- Ensure external areas, playgrounds, pathways and entrances are safe and presentable.
- Carry out seasonal duties such as gritting pathways during icy conditions.

Contractor and Facilities Management

- Report maintenance issues requiring specialist attention.
- Support the monitoring of heating, lighting, water and energy systems.
- Liaise with contractors when attending site and report any concerns to the Office Manager.

Compliance and Record Keeping

- Maintain accurate records of maintenance and health and safety checks.
- Support statutory compliance requirements relating to premises management.
- Report concerns promptly to the Office Manager.

Carry out miscellaneous duties of a practical nature as circumstances demand, or as reasonably requested by the Office Manager, Head of School or Executive Headteacher.

No previous school site management experience is necessary as full training and support will be provided. We welcome applications from practical, reliable individuals with good DIY and maintenance skills who are keen to learn and develop in the role

Safeguarding

- Promote and safeguard the welfare of children and young people.
- Follow all safeguarding and child protection policies and procedures.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
- Maintain confidentiality and professional boundaries at all times.

Person Specification

Essential

- Experience of caretaking, premises, facilities or maintenance work.
- Good practical maintenance and DIY skills.
- Knowledge of health and safety requirements.
- Ability to work independently and manage workload across two sites.
- Good communication and organisational skills.
- Ability to undertake the physical requirements of the role.
- Full driving licence and access to transport.

Desirable

- Experience of working in a school environment.
- Health and Safety qualification (e.g. IOSH Working Safely).
- First Aid qualification.

Personal Qualities

- Reliable and trustworthy.
- Flexible and approachable.
- Proactive and self-motivated.
- Practical and solution-focused.
- Able to prioritise work effectively.
- Committed to maintaining high standards across both schools.

Safeguarding Statement

Burrough Green Primary Academy and Great Wilbraham Primary Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS check, online searches in line with Keeping Children Safe in Education, provide satisfactory references and complete all relevant pre-employment checks.

The role requires regular travel between both school sites and flexibility to respond to operational requirements as necessary.