Site Facilities Officer

Kingswood Parks
PRIMARY SCHOOL

We are Humber Education Trust.



Application Pack

We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

*(based on KS2 outcomes and Trusts with more than 10 schools)



Rachel Wilkes OBE

Chief Executive Officer

Adelaide Primary School · Broadacre Primary School · Bude Park Primary School · Cambridge Park Academy · CPA · Clifton Primary School · Frederick Holmes School · Ganton School · Highlands Primary School · Kingswood Parks Primary School · Maybury · Neasden Primary School · Parkstone Primary School · St. Nicholas Primary School · Tweendykes School & Sixth Form · Woodland Primary School

Kingswood Parks
PRIMARY SCHOOL

Site Facilities Officer

KINGSWOOD PARKS PRIMARY SCHOOL
SITE FACILITIES OFFICER

Grade & Scale point:	5, SCP 8-13
Salary:	£27,709 - £30,023
Hours of work:	37 hours per week
Contract:	Permanent, All year round
Start date:	ASAP following pre-employment checks

We are seeking a dedicated Site Facilities Officer to work under the direction of the Business Manager. The successful candidate will be responsible for overseeing the day-to-day management of the school site, ensuring that all operational, health and safety, and security requirements are met so that the school provides a safe, secure, and welcoming environment for staff, pupils, and visitors.

The role involves carrying out routine inspections and system checks in line with established schedules, accurately recording and monitoring outcomes, and ensuring compliance with all relevant statutory and mandatory requirements.

As a valued member of the school community, you will be expected to build and maintain positive working relationships, communicating effectively with a wide range of stakeholders, including pupils, colleagues, senior leaders, parents, governors, and external partners.

A commitment to upholding the policies and values of the Trust at all times, together with a proactive approach to Health and Safety, is essential for this role.

JOB REQUIREMENTS:

- Undertake emergency cleaning, basic maintenance and repair to maintain the fabric of the building and site services.
- To be responsible for the operational health and safety policies, procedures and tasks, including evacuation procedures, accident reporting; adherence to risk assessments and associated control measures
- Provide health & safety reports to the governing body on a termly basis
- Monitor, operate and organise the service and maintenance of all site services. Recording and reporting daily, weekly, monthly and annual checks in line with national legislation and local policies.
- Support and contribute to the review and updating of risk assessments, COSHH assessments and monthly reports
- To line manage cleaning staff to ensure that school policies are complied with and objectives and deadlines are achieved and appropriate conditions of service are adhered to.
- To respond to call outs and undertake the necessary activities to ensure the site is safe and secure.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Experience of working in a facility supervisory role
- Experience of managing health & safety
- Manual handling and working at heights skills
- Experience of carrying out basic repairs and maintenance

- Basic ICT skills
- Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.

This is a demanding and physical role with a significant amount of time spent actively walking around the site, cleaning and decorating along with lifting and moving furniture.

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our S2S Support Leaders and Peers network.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

Visits to our school are welcome by appointment. Please contact the school office on Tel: 01482 427870.

If you have any queries regarding the role or application process, please contact: Kirsty McDonald via kmcdonald@kingswoodparks.het.academy or Tel: 01482 427870.

HOW TO APPLY:
Please visit our Eteach careers page to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Friday 4 December 2026
Interview date: w/c 7 December 2026

CONDITIONAL OFFER:
Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:
Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Site Facilities Officer

SCHOOL: Kingswood Parks Academy **GRADE:** 5

JOB TITLE: Site Facilities Officer **JE NUMBER:** HET10

EVALUATION DATE: 28 June 2017

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE: To provide supervisory site management coordinating the operational, safety, security aspects required to ensure the school is fit for receiving staff and pupils. Effectively conducting operational procedures and systems checks in accordance with established schedules, recording and monitoring results to ensure compliance with mandatory requirements. Provide effective communication to the School Business Manager/SLT/Headteacher as appropriate, by reporting incidents, accidents and any other issues. To provide reports regarding any issues encountered whilst on shift including security, safety or poor performance from contractors or cleaners.

PRINCIPAL ACCOUNTABILITIES:	
1.	To promote and safeguard the welfare of children and young people.
2.	Opening and closing the building; escalate, record and inform line management of any serious incidents.
3.	To be responsible for the operational health and safety policies, procedures and tasks, including evacuation procedures, accident reporting; adherence to risk assessments and associated control measures. Oversees the delivery of any activity/events ensuring the safety of the public, staff and other users of the facility.
4.	Support and contribute to the review and updating of risk assessments, COSHH Assessments and monthly reports (Health and Safety). Carry out responsibilities allocated through the School Business Manager/Headteacher.
5.	To be responsible for the safe set up of activities ensuring equipment is assembled and dismantled safely; and activities/events are run in a safe and timely manner.
6	To ensure that the site is maintained in a clean and tidy manner at all times, and property maintenance issues are reported through the correct channels promptly.
7.	Recording and reporting daily, weekly, monthly and annual checks in line with national legislation and local policies.
8.	To test electrical equipment annually to ensure all are in a good condition for use in school.
9.	Respond to the needs and requirements of teaching staff to maintain facility operations, passing on issues that cannot be dealt with to the School Business Manager or Headteacher.
10.	To undertake routine porter duties, i.e. moving furniture.
11.	Monitors, operates and organises the service and maintenance of site services, e.g. heating, water, electricity, gates, fire and intruder alarms.

12.	Undertakes emergency cleaning, basic maintenance and repair to maintain the fabric of the building and site services.
13.	To ensure that the site and premises are physically secured on completion of school-related activities.
14.	To set alarms and security devices.
15.	To respond to call outs and undertake the necessary activities to ensure the site is safe and secure.
16.	To undertake routine grounds maintenance.
17.	Monitor the provision of external contractor services and intervene over areas of concern to ensure compliance.
18.	To assist in the management of allocated support staff to ensure that school policies are complied with and objectives and deadlines are achieved and appropriate conditions of service are adhered to.
19.	To assist in determining priorities, plans and the allocation and monitoring of work.
20.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.
GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.	

DIMENSIONS:

1. Responsibility for Staff:
Responsible for the line management of allocated support staff

2. Responsibility for Customers/Clients:
Responsible for ensuring contractors on site, work to appropriate safety standards and are signed in accordingly.

3. Responsibility for Budgets:
None

4. Responsibility for Physical Resources:
Site security, opening and closing.
Fixed and portable equipment.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:
Maintain collaborative working relationships with all school staff, in particular cleaning staff.

2. With Any Other School Areas
Maintain collaborative working relationships with Local Authority staff/NPS

3. With External Bodies to the School
Maintain good working relationships with other school facilities staff and local companies and suppliers.

ORGANISATION CHART:

School Business Manager
↓
Site Facilities Officer – Grade 5
↓
Site Facilities Officer – Grade 3
↓
Cleaning Assistants x 5

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			✓				The postholder is required to carry out health and safety inspections; assemble and dismantle equipment and prepare areas for activity.
WORKING CONDITIONS: Working Conditions **–** (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).			✓				The postholder will be required to visit/inspect plant and equipment on a regular basis. Dealing with hazardous chemicals, within noisy, enclosed spaces such as plant room and other out buildings. Handling heavy loads.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					

PERSON SPECIFICATION

	The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. **Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation*	**Essential**	**Desirable**	**How identified**
1.	**Qualifications:**			
	IOSH Managing Safely	✓		AF/CQ
	Basic Health & Safety Certificate	✓		AF/CQ
	Qualified Tradesperson		✓	AF/CQ
	First Aid at Work		✓	AF/CQ
2.	**Relevant Experience:**			
	Working in a facility supervisory role or similar	✓		AF
	Managing health and safety policies and procedures	✓		AF
	Experience of undertaking risk assessments	✓		AF/I/R
	Experience of testing electrical equipment	✓		AF/I/R
	Site management experience	✓		AF
3.	**Skills (including thinking challenge/mental demands):**			
	Motivation to work with children and young people.	✓		I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		I
	Ability to work on own initiative.	✓		I
	Able to carry out basic repairs and maintenance.	✓		AF/I
	Managing time effectively.	✓		I
	Ability to report works and follow up until completion.	✓		AF/I
	Prepared to take a hands-on approach.	✓		AF/I
	Good ICT skills	✓		AF
	Analytical and problem-solving skills.		✓	I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	✓		I
	Sound knowledge of health and safety practices.	✓		I
	Knowledge of contractor obligations for H&S and completion of works	✓		I
	Understanding of building fabric, systems, usage and related operational and security issues	✓		I
	Knowledge of basic plant/electrical operations.		✓	I
5.	**Interpersonal/Communication Skills:** **Verbal Skills**			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		I
	Ability to communicate effectively with school staff with regards to operational issues.	✓		I
	Work constructively as part of a team	✓		AF/I/R
	Able to deal with contractors and specialist skilled workers, with the ability to challenge as necessary	✓		I

PERSON SPECIFICATION

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	Written Skills			
	Ability to prepare incident and accident reports.	✓		I
	Computer literate and able to create short reports.	✓		I
	Ability to draft and amend risk assessments.	✓		I
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
9.	**Disclosure of Criminal Record:**			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after short listing)

I have read and accept the role of Site Facility Officer.

Signed _____ Date _____

Postholder

Signed _____ Date _____

Headteacher

Visions and Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence. Only our best is good enough.

This is us. Humber Education Trust.



HumberEducationTrust

HumberEducationTrust

Where everybody counts, every moment matters.

Kingswood Parks
PRIMARY SCHOOL

Join Our Team

We value our employees



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

The opportunity to make a real difference to the lives of our students

HumberEducationTrust

HumberEducationTrust
Where everybody counts, every moment matters.