Assistant Site Facilities Officer

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 · 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

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

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Where everybody counts, every moment matters.

Assistant site facilties officer

ASSISTANT SITE FACILITIES OFFICER
CHRISTOPHER PICKERING PRIMARY SCHOOL

Grade & Scale point:	3, SCP 4-5
Salary:	£26,426 - £27,274 FTE, £14,062-£14,285 Actual, £13.70-£14.14/hr
Hours of work:	20 hrs/wk, Monday - Friday
Contract:	Permanent, all year round
Start date:	As soon as possible following pre-employment checks

Christopher Pickering Primary School seek to appoint a permanent Assistant Site Facilities Officer to assist the Site Manager in the provision of looking after and maintaining The Compass building and grounds. This is a great opportunity to be part of a pro-active team and assist in all aspects of maintenance, safety and security of the building and users therein.

We are a larger-than-average primary school, fortunate to be based in a modern, purpose-built setting that we share with several valued partners, including Ganton Primary School, iPaSS and Teeny Tots Nursery. Together, we provide a unique, inclusive and nurturing environment that supports children and families within our community.

JOB REQUIREMENTS:

- Responsible for the safe set up of activities ensuring equipment is assembled and dismantled safely.
- To ensure the site is maintained in a clean and tidy manger at all times and property maintenance issues are reported through the correct channels promptly.
- To undertake routine porter duties i.e. moving furniture.
- To undertake emergency cleaning, basic maintenance and repair to maintain the fabric of the building and site services.
- To ensure the site and premises are physically secure on completion of school related activities.
- To set alarms and security devices.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Experience of working in a similar role.
- Experience of carrying out general grounds maintenance work.
- Ability to carry out basic repairs and maintenance.
- Ability to carry out basic grounds maintenance.
- Ability to deal with contractors and specialist skilled workers, with the ability to challenge as necessary.

Assistant site facilties officer

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 trust-wide teacher development programmes and communities of practice.
- 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.

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 27 November 2026
Interview date: TBC

If you have any queries regarding the role or application process, please contact Julie Cara-Leigh Williamson, HR Officer, at Christopher Pickering Primary School on Tel: 01482 352245 or via email cwilliamson@cpickering.het.academy

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

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. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

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.

Assistant Site Facilities Officer

SCHOOL: Humber Education Trust **GRADE:** 3

JOB TITLE: Assistant Site Facilities Officer **JE NUMBER:** HET56B

EVALUATION DATE: 5 October 2026

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 Equal Opportunities in Employment Policy adopted by HET and the school.

PURPOSE: To provide assistance with the site management of the building, coordinating the operational, safety, security aspects required to ensure the school is fit for receiving staff and pupils. Assisting in 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 Headteacher/Business Manager/Site Manager 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.	To assist with the operational Health and Safety policies, procedures and tasks, including evacuation procedures, accident reporting, adherence to risk assessments and associated control measures.
3.	To arrive on-site promptly to unlock all gates, doors, and access points.
4.	To unset/set alarms and security devices.
5.	Conduct safety check of premises, including fire exits, lighting, heating and ventilation.
6.	Responsible for the safe set up of activities ensuring equipment is assembled and dismantled safely.
7.	To ensure the site is maintained in a clean and tidy manner and property maintenance issues are reported to site manager promptly.
8.	Respond to the needs and requirements of the users within the building to maintain facility operations.
9.	To undertake routine porter duties i.e. moving furniture.
10.	To undertake emergency cleaning, basic maintenance and repair to maintain the fabric of the building and site services.
11.	To complete end of day checks, ensuring site and premises are physically secure.
12.	To escalate, record and inform line management of any issues.
13.	To undertake necessary grounds maintenance work.
14.	To undertake general decorating of the site, as and when required.

15.	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 Health and Safety policy adopted by the school/HET.

GENERAL:
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the building are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the school and HET.

DIMENSIONS:

1. **Responsibility for Staff:** None

2. **Responsibility for Customers/Clients:** Responsible for ensuring contractors on site work to the appropriate safety standards and are signed in and out accordingly. Responsible for the safe set up of activities ensuring equipment is assembled and dismantled safely. Undertake emergency cleaning.

3. **Responsibility for Budgets:** N/A

4. **Responsibility for Physical Resources:** Site Security (alarms), cleaning products, ensure equipment is assembled and dismantled safely.

WORKING RELATIONSHIPS:

1. **Within School:** All staff, all other site users

2. **With Any Other Trust Areas (where applicable):** N/A

3. **With External Bodies to the School/Trust:** Contractors, visitors to the site

ORGANISATION CHART:

Headteacher
⇩
Business Manager
⇩
Site Facilities Officer
⇩
Assistant Site Facilities Officer

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			✓				Moving of furniture, cleaning, full grounds maintenance, setting up equipment for activities.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).			✓				Cleaning products. Possible exposure to poor weather conditions when working outside.
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. *KEY: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation*	**Essential**	**Desirable**	**How identified**
1.	**Qualifications:**			
	Basic Health and Safety Certificate	✓		AF/CQ
	Qualified Tradesperson		✓	AF/CQ
	First Aid at Work		✓	AF/CQ
2.	**Relevant Experience:**			
	Experience of working in a similar role	✓		AF
	Experience of carrying out general grounds' maintenance work	✓		AF
	Experience of working within a school site environment		✓	AF
3.	**Skills (including thinking challenge/mental demands):**			
	Motivation to work with children and young people	✓		I, R
	Reliable, punctual and trustworthy	✓		I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people, staff, parents/carers and outside agencies	✓		I, R
	Basic literacy and numeracy skills	✓		AF
	Ability to work independently, follow procedures and use initiative when required	✓		I, R
	Able to carry out basic repairs and maintenance	✓		I, R
	Able to carry out basic grounds' maintenance	✓		I, R
	Basic IT skills	✓		I, R
	Lifting and handling skills	✓		I, R
	Problem solving skills	✓		I, R
	Able to manage time effectively	✓		I, R
4.	**Knowledge:**			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		I
	An understanding of health and safety procedures	✓		I, R
	An understanding of the building fabric, systems, usage and related operational and security issue.	✓		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, R
	Ability to communicate effectively with users of the building with regard to operational issues	✓		I, R
	Good communication and teamwork skills	✓		I, R
	Ability to deal with contractors and specialist skilled workers, with the ability to challenge as necessary	✓		I
	Written Skills			
	Computer literate – able to write basic emails and correspondence.	✓		R
	Able to record incidents in written format.	✓		R

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. *KEY: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References, T = Test/Assessment, P = Presentation*		**Essential**	**Desirable**	**How identified**
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.				
6.	**Disclosure of Criminal Record:**			
	The successful candidate's appointment will be subject to receipt of a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure

I have read and accept the role of Assistant Site Facilities Officer.

Name: Signed: Date:

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

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Where everybody counts, every moment matters.