

Opportunity at Opossum Federation

Site Services Officer Required

Workplace:	Opossum Federation contract – Dawlish Primary School, Newport School, Oakhill Primary School & Thorpe Hall Primary School
Start Date:	ASAP
Salary:	Scale 5-point, Spine point 12 – 16 £32,535 FTE / £19,439.12 pro rata
Hours:	Monday to Friday – 25 hours / 5 days per week Shifts between 7am – 6.30pm All year round <i>A flexible approach to working hours is required. While core hours are 36 per week, start and finish times may be staggered between 7am and 6.30pm pm to meet operational requirements (e.g. absences, seasonal maintenance, or school events). Shift patterns will be agreed in advance, and reasonable notice will be provided for any permanent changes.</i>
Responsible to:	Permanent Position
Responsible for:	Nominated Manager May supervise a small team of Cleaners/Cleaner in Charge

We believe that all pupils deserve high quality education, which engages, inspires and challenges; so that everyone meets their full potential. We strive to create safe and happy learning environments, which promote independence and high expectations of all. We are committed to providing opportunities, which promote open mindedness, empathy and celebration of the rich and diverse communities which we serve; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally. We are determined that our pupils will be successful and will leave us as confident, highly educated members of the community.

We are seeking to appoint an enthusiastic and proactive Site Services Officer to work as a member of our team.

We are looking for someone who:

- Has a positive outlook and ensures that the safety and well-being of children are a priority.
- Has experience in maintenance or caretaking roles, ideally within a school or similar environment.
- Demonstrates strong communication skills, both written and verbal.
- Is able to work independently and as part of a team.
- Can manage multiple tasks efficiently, even under pressure, to meet deadlines.
- Is adaptable and willing to work flexibly to support the school's needs.
- Committed to maintaining a safe and secure environment, contributing to the school's safeguarding culture.

To download an application pack, please visit our website at <https://www.newport.waltham.sch.uk/>

Please submit all completed Applications to Chloe Foulger at hr@opossumed.org

Only applications submitted on the school's application form will be considered.

**Closing dates for applications is Tuesday 24th Feb 2026
Interviews to be held on Wednesday 5th March 2026**

All posts are subject to an enhanced DBS clearance and satisfactory references and candidates are required to submit a self – disclosure form with their application.

Data Protection & Privacy The school is registered in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We are committed to protecting the privacy and security of your personal information.

You can view our [**Workforce Privacy Notice here**](#) for full details on how we collect and use your data.

JOB DESCRIPTION

Job Purpose

Liaising daily with the Premises Manager & other Site Services Officers on caretaking issues, supervise the cleaners/the cleansing service of the school. Ensure the security of the school premises. Assist in the maintenance of any machinery or plant within the school. Help maintain the internal and external fabric of the school's premises as a safe working environment.

Key External Contacts

- Contractors and suppliers
- Facilities providers
- Parents
- General Public

Key Internal Contacts

- Head of School
- Nominated Management
- Site Services Officer
- HR Officer
- Cleaners
- Staff
- Pupils

Key Duties and Responsibilities

Key Activities - Operational

Security

- Lock/unlock school buildings and areas where required
- Assist with regular security checks
- Operate alarm systems where appropriate
- Cover lettings

Cleaning and Maintenance

- Assist with minor/simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains, repairing door furniture
- Operation of heating plant, cooling and lighting systems
- Collect and assemble waste for collection
- Undertake cleaning duties including graffiti removal, litter-picking
- Undertake emergency cleaning duties
- Undertake routine “client” tasks in connection with premises-related contractors, e.g. cleaning, grounds maintenance
- Provide emergency access to the school site
- Undertake activities to maintain safe and clean external environment e.g. gritting, gardening
- Assist with the maintenance of specialist equipment following specialist training

Key Activities - Resources

- Ensure the maintenance of a clean and orderly working environment
- Timely & accurate preparation of routine equipment/resources/materials as set out in instructions

- Undertake record keeping as directed
- Refill and replace consumables e.g. soap & towels
- Report faulty equipment & other maintenance requirements to the appropriate person via the appropriate forms.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate
- Regularly monitor and respond to emails
- Accurately log maintenance issues via the internal IT system

Key Activities – Organisation & Supervisory

- Supervise cleaners and ensure rotas and cleansing specification are adhered to
- Escalate any staffing or cleansing/safety concerns to line manager promptly
- Assist with the receipt, distribution, collection and despatch of goods
- Assist and participate in the organisation and movement of furniture within the building
- Maintain and arrange orderly and secure storage of supplies
- Operate everyday equipment in accordance with instructions/risk assessments

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- Provide support with school events as required, including the set-up and set-down of furniture and equipment, and general assistance during the event
- Ensure all visitors and contractors have the relevant DBS and compliance checks in place before providing site entry, and promptly inform the HR Officer of any issues.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Head of Schools/Line Manager commensurate with the skills, abilities and grade of the post.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.

SITE SERVICE OFFICER – LEVEL 2

Personal Specification

Experience

- Handyperson experience

Qualifications

- Willingness to undertake induction training
- NVQ 1 **OR** equivalent qualification or equivalent experience or willingness to train to achieve these

Knowledge, Skills and Abilities

- Ability to relate well to children and adults
- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures
- Willingness to gain knowledge of health and safety procedures and precautions
- Willingness to gain awareness of COSHH regulations
- Knowledge of **DBS and compliance procedures** regarding visitors and contractors, or the clear capacity to undergo training and implement these protocols strictly.
- Proven ability to use email, navigate IT systems to log tasks, and accurately complete online forms.
- Awareness of health and hygiene procedures
- Knowledge of moving and handling procedures
- Ability to work as part of a team
- Willingness to use relevant equipment
- Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards
- Ability to communicate effectively and professionally with staff, stakeholders and external contractors.