



BARKING ABBEY SCHOOL

SITE OFFICER

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBAY

SUCCEED
SCHOOL

www.barkingabbeyschool.co.uk



GIVE

AND

EXPECT

THE

BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Site Officer.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications Friday 17th May 2024

Interviews week commencing TBC

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: jobs@barkingabbeysschool.co.uk



Advertisement

Site Officer

Part time hours, days, shifts considered for the right person.

Scale 5

Are you motivated and driven with a strong work ethic and a background in building maintenance and/or facilities support?

Do you relish a challenge and like to be kept on your toes? Do you take pride in your work and enjoy undertaking maintenance and practical work?

If so, this may be the opportunity you are looking for....

We are looking for an enthusiastic, proactive Site Officer who will help improve standards of maintenance and work as part of our site team. You will have high standards, excellent communication skills and be driven to provide a first-class service.

Barking Abbey School are seeking a committed, reliable, and enthusiastic Site Officer and general handy person who would be available to work at either our Longbridge Road or Sandringham Road Campus, both based in Barking, East London.

In this role you along with other Site Officers will be responsible for making sure that the school environment is safe, well maintained and comfortable for all students, staff and visitors working within a team of six staff working across two campuses.

This is an exciting time to Join Barking Abbey School and a fantastic opportunity for someone with general maintenance, communication and organisational skills who would like to within the education sector and make a difference to the life of our students by making sure our learning environment is the best it can be.

You will work 7 hours a day, between the hours of 06.00 and 10pm for five days a week over 7 days. Shifts and working days to be agreed in advance with employees.

This role is within the site services team which is part of the Schools wider central core team encompassing all business support services. Including, Exams, HR, Finance, Administration, Catering and IT.

Having now reached our final year of growth and expansion we are looking to improve, develop and streamline our facilities management services and processes to ultimately impact upon the outcomes for our students.

The successful candidate will:

- Have relevant experience, skills and/or qualifications.
- Be enthusiastic, have great communication skills both written and verbally, and time management skills.
- Be passionate about fixing things and maintaining buildings.
- Always work to deliver an outstanding service.
- Have an eye for detail.
- Be Self-motivated and driven.
- Enjoy working in a busy environment and keeping active.
- Lead by example and lead with the highest professional standards and expectations.
- Be responsible for the security and maintenance of school buildings.

- Be responsible for undertaking repairs and maintenance tasks.
- Be responsible for performing security checks for the buildings in their care.
- Oversee the cleaning of the school site.
- Carry out caretaking and manual handling duties as required to ensure the needs of the school are met including moving furniture, equipment, setting out of spaces around the building for example.
- Comply with the policies and procedures of the organisation regarding safeguarding and welfare of children.

In return we can offer:

- A school where we get to know our students and staff well, find out what they are good at and develop their talents.
- A supportive and encouraging staff team.
- Great Career development opportunities.
- Onsite training development and support.
- The opportunity to access a wide range of CPD opportunities within and beyond school.
- A school which understands the importance of staff well-being and workload management.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people’s lives whatever your background or history please apply.

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; “This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils’ conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy”. (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:
<https://www.barkingabbeysschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: info@bdsip.co.uk

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.

Job Description

Job Title	Site Officer
Grade	5
Department	Premises
Location	All school sites
Line Manager	Lead Site Officer
Line Management	Contractors on Site/H&S consultants

Purpose of the role

The site officer will be responsible for ensuring the smooth management of school premises with regards to security, cleaning, maintenance, health and safety. The site officer will ensure that the school building is a safe, secure and risk-free environment for pupils, staff and visitors.

The job will be across both sites, supporting all stakeholders and the successful candidate will be expected to rotate between sites to meet operational requirements.

Context

The postholder will be expected to work on their own and as part of a team using their creative skills, experience and knowledge to resolve routine problems encountered within the role, referring more complex matters to their Line Manager. The postholder will have responsibility for the proper and safe keeping of the school building, personnel, equipment, materials and stock. The role requires physical effort, working internally and externally including occasionally in unpleasant and disagreeable conditions. The main purpose of the role is to work as part of a team to make sure that our buildings are safe, secure and well maintained.

Site officers are the main point of contact for contractors on site and as such a key contact, overseeing and monitoring their work and checking compliance with school policies and processes.

The postholder will be part of a team of caretakers and will be required to actively contribute to the effectiveness and efficiency of the team including covering holidays or absences of other members of the team as and when required. A degree of flexibility regarding shift patterns will be required from 05.30 hours to 22.00 hours across a five-day working week which includes weekends, with two days off. The full-time working day is 7 hours (35 hours per week) with an 1-hour (unpaid) lunch break (the length of break may vary depending on shift length/split shifts etc).

The role holder should have a clean driving licence.

The following indicate some of the principal tasks and responsibilities:

Main Responsibilities

Security

- Lock/unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills and testing of alarm systems.
- To act as a keyholder and attend to emergency callouts on a rota basis.
- Provide emergency access to the school site.
- Liaise with police, security and surveillance contractors.
- Ensuring the site is safe and secure by dealing with intruders/trespassers within guidelines and assisting with control of visitors - including contractors and lettings.

- Monitor CCTV or surveillance equipment where appropriate.
- Operate and respond to alarm systems where appropriate.

General Routine Maintenance

- Produce electricity and gas meter readings to the Head of Operations for monitoring of energy usage.
- Liaising with contractors when required.
- Carry out maintenance and repairs within level of competence in carpentry, painting and decorating, glazing, minor building works, carpet/floor coverings and outdoor areas.
- Undertake basic maintenance of the tennis courts and external areas including the following:
 - o Checking and tightening of tennis court support wires.
 - o Checking and if necessary, replacing broken lock wires on the tennis court mesh fencing and on the gates.
 - o Repairing any areas of fencing around the tennis court or football areas that have been damaged.
 - o Sweeping and clearing
- Maintain all interior and exterior sports facilities to a high standard, collecting rubbish, checking the security of the building and undertaking minor repair work such as painting when appropriate.
- Report any breakages or damaged items needing repair to the Line Manager and monitor to ensure that repairs are carried out. This may include:
 - o Assisting external contractors with major works.
 - o Repairing broken chairs/ tables or other furniture in the classrooms.
 - o Re glazing windows.
 - o Replace locks and keys where appropriate.
 - o Source materials from suppliers and raise orders
- Dealing with emergency matters such as flooding and vandalism, and specific cleaning issues such as graffiti.
- Maintain accurate stock records and [placing orders/requests caretaking and cleaning equipment when necessary.
- Undertaking general portering duties such as moving furniture, receiving, storing and transferring in-coming goods.
- Layout halls and classrooms for events such as assemblies, parent evenings, examinations and functions.
- Litter picking internally and externally and emptying of litter bins – paying particular attention to recycling.
- External cleaning/sweeping of litter/leaves in order to maintain a well-kept and safe site. Safe disposal of collected rubbish. The post holder will be expected to use brooms, mechanical sweepers and any powered cleaning equipment.
- Maintaining tools and equipment to always ensure effective and safe operation.
- Weekly checking of condition and roadworthiness of vehicles, with particular attention to basic car maintenance on a rota basis.
- Filling vehicles with diesel and oil as necessary.
- Cleaning vehicles internally and (when necessary) externally.
- Taking vehicles for MOTs and servicing as and when required.
- Ensuring tax and insurance are valid in conjunction with the Head of Operations and Finance Department.
- Maintain the boiler system, including highlighting any faults with heating/hot water to the line manager, flushing out the water intake to the boiler to ensure its safety and keeping boiler rooms and electrical intake cupboards clean and free of hazards.
- To monitor check and oversee work of contractors on site to check progress and work completed reporting any issues to the Lead site officer
- Work alongside and monitor external contractors to carry out processes on both sites on a rota basis, such as temperature checks and flushing water outlets. Log the information as specified within the control of legionella bacteria in water systems procedures and protocols in the scheme management document. Report the results of all testing to the Line Manager.
- Undertake any other routine maintenance tasks as required in school
- Responsible for supervising contractors on site, monitoring and ensuring compliance with contracts.
- Monitoring the quality of maintenance work.

- To monitor the Site Help desk, making sure all jobs are actioned promptly and resolved fully. Reporting any issues to the Lead site officer and or Operations Manager.
- Booking contractors as requested or seeking quotations for repair/works.

Lettings

- Liaising with Head of Operations to ensure Lettings are adequately staffed and operate without detriment to the school or community.
- Opening, closing and maintaining security of site, including patrolling internally and externally during lettings.
- Patrol during lettings.
- Reporting and escalating any concerns in line with school policies and procedures.

Cleaning

- To act as a point of contact for cleaning staff on duty in the absence of the Cleaning Manager, Cleaning Supervisor or Non Cleaning Supervisor.
- To report any concerns around the cleanliness of the building to the operations manager or officer.
- To provide support if necessary with daily issues if and when they arise to resolve any day to day issues that might occur in the absence of cleaning staff.
- Contribute significantly to cleanliness of the site.
- In the absence of cleaning staff -Clean and maintain toilets and washrooms including replenishing toilet paper and towels.
- In the absence of cleaning staff -Check toilets and washrooms daily and ensure that supplies of toilet paper towels and soap are provided reporting any shortages to the Operations manager.
- Carry out spot cleaning on a day-to-day basis if the need arises.
- Ensure all drains and gullies are free running.
- Use power equipment provided.
- Ensure all pathways are clear of snow and ice and are safe to use.
- Litter picking internally and externally and emptying of litter bins – paying particular attention to recycling.
- External cleaning/sweeping of litter/leaves to maintain a well-kept and safe site. Safe disposal of collected rubbish. The post holder will be expected to use brooms, mechanical sweepers and any powered cleaning equipment.

General Accountabilities

- To make sure that the schools asset tracking and logging procedures are followed and that all assets are accurately recorded and disposed of in accordance with financial regulations.
- Monitor rate of use, the safe keeping of and use of materials and equipment, ensure equipment is kept in good working order.
- To report any and action and escalate all concerns.
- To proactively promote development of themselves and the team and look to continuously improve school facilities.
- Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
- Undertake a proactive, committed approach towards the School's Best Value ethos.
- Ensure compliance with and actively promote the School Equalities policy.
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures.
- Comply with all current employment legislation, local authority requirements and school policies and procedures.
- Undertake training and development to enhance skills and minimise need for external contracted works.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Line Managers Job Title		Date	



Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				Interview I	Task T	
Knowledge & Skills	An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment	✓		✓		✓
	Experience of carrying out building maintenance work, within the reasonable capacity of a normal handyman in a school or similar environment	✓		✓		
	Knowledge of moving and handling procedures	✓		✓	✓	
	Ability to undertake a range of caretaking and cleaning duties	✓		✓	✓	
	Ability to act on own initiative, dealing with any unexpected problems that arise	✓			✓	
	Experience of keeping work records		✓	✓		
		✓				✓
		✓				
Qualifications	Good numeracy/literacy skills	✓		✓		
	NVQ 2 OR equivalent qualification desirable		✓	✓		
Customer Service	Demonstrate continual professional development.	✓			✓	
	To present a professional image to customers.	✓			✓	
	Ability to demonstrate sound judgement	✓			✓	
	Ability to work on own and use initiative.	✓			✓	
	Ability to demonstrate a problem centred approach to work.	✓			✓	
Organisational skills	Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date	✓			✓	
	Ability to organise workload to meet deadlines.	✓		✓		
	Ability to work under pressure.	✓			✓	
Communication	Ability to effectively communicate both verbally and in writing	✓		✓		
	Ability to relate well to children and adults	✓			✓	
Team Work	Ability to adapt to a constantly changing and growing environment	✓			✓	
	Ability to work effectively as part of a team.	✓			✓	
	Effective interpersonal skills in order to maintain good working relations.	✓			✓	
Attitude & Personal Qualities						
	Honesty and Integrity.	✓		✓		
	Understanding the need to use discretion and respect confidentiality.	✓			✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓			✓	
	Understanding of the requirements of data protection and disclosure of information.	✓		✓		
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓		✓		
	Ability to work flexibly and outside of normal school hours.	✓	✓			
	Current driving licence and car for travel and transport between campuses		✓	✓		

About the Department

This role is within the site services team which is part of the Schools wider central core team encompassing all business support services. Including, Exams, HR, Finance, Administration, Catering and IT.

The site services team are integral to the efficient and effective running of the school, responsible for all aspects of opening and closure , general day to day maintenance and site safety and security. Site officers are a main point of contact for contractors on site and undertake routine building checks.



Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



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 Sandringham Road
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Longbridge Campus
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