



LONGTHORPE PRIMARY ACADEMY

United in Diversity, Inspired for Life

Candidate Pack Site Officer



Proud to be part of

**KEYS
ACADEMIES
TRUST**



About Our School

At Longthorpe, our mission is 'United in Diversity, Inspired for Life.' This reflects our celebration of diversity, commitment to unity and focuses on inspiring children to achieve their full potential through an aspirational curriculum.

We value everyone and believe that we all have something we can learn from one another. Our mantra of 'Ready, Respectful, Safe' permeates every aspect of school life.

Longthorpe Primary Academy is situated to the West of Peterborough and is within walking distance of the city centre. We serve a wonderfully diverse community with 42 different languages at present and 16% of our cohort generate our pupil premium funding.

Longthorpe Primary Academy is part of Keys Academy Trust consisting of a group of five Peterborough schools: Longthorpe Primary, Nova Primary, Ravensthorpe Primary, Thorpe Primary and Jack Hunt Secondary. We work together to ensure pupil achievement, wellbeing and strive to provide the best experience for our pupils.

We are at an exciting phase of our journey following a very successful Ofsted inspection in April 2024. Our mission is to create an exceptional school which provides our children with the knowledge and skills they need to prepare them for the next phase of their education and beyond.

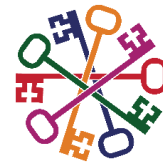
We are a diverse and happy school for children aged 4-11 years old. Our pupils are well behaved, eager to learn and enjoy all that school has to offer. We nurture children to be confident, independent thinkers who have a good sense of self-worth and belief in their own capacity to succeed alongside being effective learners; articulate, literate and numerate.

We encourage the children to have high aspirations of themselves, their achievements and futures. We want our children to be effective collaborators with a good range of communication and leadership skills, giving them the ability to clearly articulate their ideas and emotions, as well as consider those of others.

Children at Longthorpe will develop a strong sense of responsibility for their own learning, holding high aspirations of themselves, their achievements and futures. They will be effective collaborators with a good range of communication and leadership skills, giving them the ability to clearly articulate their ideas and emotions, as well as consider those of others.

We benefit from a low turnover of staff, all of whom are committed to having a positive impact on children's lives.

A strong home school partnership is integral to children's success and is highly valued; we encourage parents to take an active part in their children's education and we provide opportunities for this.



KEYS
ACADEMIES
TRUST

About Our Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment. We are keen to reward and recognise our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Free parking at all Keys schools
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Job Information

Role:	Site Officer
Salary:	Grade 6 (NJC Point 7 - 12)
Contract:	Permanent, 52 weeks with annual leave
Hours:	37 Hours per week (between the hours of 07:15-15:45pm)
Closing date:	Thursday 21st May @ 9.00am
Interviews:	We reserve the right to interview candidates as applications are received and to withdraw the advert if a suitable appointment is made.
Start date:	Immediate

Job Description

To ensure the security, care, cleanliness and availability of the school building, furniture, fittings and equipment; to ensure a satisfactory physical environment and to promote the efficient use of the school's assets to support the education objectives of the school.

Principal Duties

- Ensure the preparation of the premises and management of the school day to day maintenance, health and safety across the school, cleaning and janitorial services.
- Liaise with the Senior Leadership Teams and provide reports for local governing body meetings – in the absence of the site manager.
- Act as a keyholder: unlock and lock up as required. Respond to out-of-hour alarm calls, in agreement with the site manager and members of the SLT
- Support with the property and site management- the management of the maintenance and decoration of buildings and upkeep and appearance of site, the management of site, the management of site security arrangements.
- Support with ensuring the building and contents are secured. Provision of access to the building (and grounds) to authorised persons at all reasonable times.
- Maintaining constant awareness of the physical condition of the building, furniture and equipment and taking appropriate steps to ensure maintenance and repairs when necessary.
- Carrying out maintenance and repairs to the building, furniture and equipment within the scope of a competent handyperson.
- Operation of the heating and lighting systems; monitoring usage and promoting energy conservation in the school.
- Porterage duties as required and particularly the laying out of the furniture and other equipment for timetabled activities without direct instruction.
- Miscellaneous duties of a practical nature, or at the reasonable request of the School Business Manager/Lead Site Manager or Headteacher.
- Monitoring the standards of cleaning of the building and take responsibility for the line management of the team of contract cleaners.
- Where applicable, carrying out some cleaning work, generally using machinery, as allocated, including the weekly cleaning of the hall floors.
- Contribute to the grounds maintenance, for example weeding between contractor visits.
- Understand and follow the finance manual when getting quotations from contractors and ensure best value at all times
- Have oversight of the building maintenance budget.

Role Activities

- Carrying out maintenance and repairs to property, fixtures, fittings, equipment and furniture, minor improvement jobs and internal decorating, where such work is within the capabilities of a competent handyman (within the range of work specified).
- Support in weekly test of fire system and water monitoring for legionnaires disease, monthly check of emergency lighting.
- Regular inspection of the physical condition of the building, furniture and equipment, excluding the carrying out of specialist tests and inspections.
- Support in setting diary events and tests (e.g. electrical testing, boilers, fire call parts) and arrange for work to be carried out.
- Liaising with the line manager regarding any repairs of maintenance work which is beyond the competence and responsibility of the school's staff.
- Directing contractors to the site of repair and maintenance work and inspecting the work when there is a requirement to sign a satisfaction note
- Replacement of light bulbs, fluorescent tubes and other consumables.
- Carrying out routine procedures and inspection of ancillary equipment, e.g. pumps, batteries, window blinds.
- Ensuring that all drains and gullies are free-flowing and clean. Clearing blockages should these occur.
- Preparing for school and after-school activities, clearing and in specific circumstances cleaning up after these activities, including lettings and community use out of normal working hours.
- Supporting the laying out the hall for lunches and supporting the return of the hall for normal use following lunches.
- Laying out and stacking of chairs, desks, tables, etc, movement of these within the school, including setting out furniture for specific functions/events.
- Taking delivery of stores, materials and other goods; storing and/or moving them within the school as required. Update finance systems accordingly.
- Emptying of litter baskets and bins and ensuring rubbish is cleared. Ensuring that all hard areas are free from litter and excessive accumulations of dirt and rubbish. Draw the attention of the cleaning staff to problems of litter on grounds.
- Emergency cleaning in the absence of cleaning staff, e.g. spillage of paint, children being sick, etc.
- Take appropriate remedial action or report working practices or unsafe conditions that may contravene the requirements of the Health and Safety at Work Act 1974 and the Fire precautions regulations.
- Providing safe access to the school as may reasonably be required outside the normal hours of opening, including in the event of flood, snow or similar emergencies as well as lettings.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other Duties

- To maintain confidentiality and adhere to the school's procedures and policies.
- To attend staff meetings and training (Internal and external) as required.
- Any other reasonable duties as requested.

Please note that this description is not a full list of duties, it is illustrative of the general nature and level of responsibility of the role. It is neither an exclusive nor exhaustive comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level and context of the job, skills and grade. This job description will be reviewed periodically.

The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed essential criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	Essential	Desirable	Evidence
Commitment	A clear recognition of and commitment to all our aims as a high performing school.	Tangible evidence of the commitment to education in the current post.	Letter of application Portfolio of work (where appropriate) Interviews
Qualifications	A good basic level of education with GCSEs including English and Mathematics or a Technical or vocational Qualification or skill.	Experience or willingness to work towards a Health and Safety qualification. Evidence of undertaking relevant, professional qualifications and training.	Application form
Experience	Previous work within a semi-skills trade or maintenance role. Ability to undertake general routine repairs and maintenance tasks. Good organizational skills to complete allocated work tasks.	Successful experience in a school or college. A good standard of IT literacy and willingness to use electronic / digital systems including Word, Excel and Outlook.	Interviews References Portfolio of work Letter of application
Staff Development	An understanding of the importance of training. A proven desire to improve.		Letter of application Interviews
Relationships	An ability to work with our students. Good listening skills. The ability to communicate effectively and to work as part of a team with staff, parents, and members of the local community.		References Interviews Letter of application

Safeguarding Statement

Keys Academies Trust and Longthorpe Primary Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the Academy with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



LONGTHORPE
PRIMARY ACADEMY

**Bradwell Road,
Peterborough,
PE3 9QW**



**KEYS
ACADEMIES
TRUST**

**Ledbury Road
Peterborough
PE3 9PN**