



Orchard View Primary Academy

Together we Learn, Together we Succeed

Job Role

Site Officer

required for June 2026

For further information please visit our website www.ovpa.org.uk or to discuss the role further please contact our Head of Academy, Mrs Liz Jones, via email at office@ovpa.school



About Orchard View Primary Academy



At Orchard View Primary Academy, we are creating a vibrant new learning community where strong relationships sit at the heart of everything we do. Through meaningful partnerships and a shared passion for learning, we empower everyone to grow with confidence, meet challenge with determination and strive for excellence.

As a brand-new academy, this is a unique opportunity to be part of something special from the very beginning — a school shaped by strong values, high expectations and an unwavering belief in the potential of every learner.

Orchard View first opened this academic year in September 2025, with 60 pupils: a Foundation Stage class and a mixed Y1/Y2 class. Due to planning delays, Orchard View opened within Kingsbrook View Primary Academy, a neighbouring partner academy of **Inspiring Futures Partnership Trust**.

From **September 2026**, Orchard View Primary Academy will move into a **state-of-the-art new building**, designed to support outstanding teaching, learning and wellbeing. We will expand to a capacity of 180 pupils across Foundation Stage, Year 1, Year 2 and Year 3. As the academy grows, we are excited to expand our team and welcome **new staff** who are passionate about helping to shape our culture, curriculum and future success. We strongly believe in the power of education to transform lives and secure successful futures.

Our work is underpinned by our **PRIDE values**, which guide our decisions, relationships and ambitions:

- **Partnership** – we work together, supporting each other towards success.
- **Respect** – we treat everyone with kindness and understanding, respecting the unique strengths, backgrounds and perspectives of others.
- **Integrity** – we always try to do what is right. We are honest, trustworthy and take responsibility for our actions.
- **Determination** – we face challenges with courage and determination, learning and growing from every experience.
- **Excellence** – we aim high, work hard and believe in ourselves so we can be the best we can be.

This means that Orchard View Primary Academy will:

- Be driven by a clear and strong set of **values**, modelled and upheld by all
- Provide an **outstanding primary education** for every child
- Enable all pupils to be **highly aspirational** and reach their full potential
- Maintain **high expectations** of both pupils and staff
- Develop **resilience, independence and self-regulation**
- Deliver a **broad, rich, engaging and challenging curriculum**
- Value the contribution of **outdoor learning** to curriculum enrichment and wellbeing
- Celebrate diversity through an **inclusive culture** based on equality and respect
- Be a **visible and active partner** within the local community
- Provide a **safe, happy and nurturing environment** where wellbeing is prioritised
- Meet the individual needs of pupils and families through **high-quality teaching and learning**
- Work as part of the **Inspiring Futures Partnership Trust**, drawing upon shared expertise and collective strength to deliver excellence

Our PRIDE values permeate all that we do. We expect all children, parents, staff, Trustees and visitors to live and breathe these values as we work together to develop successful individuals who contribute positively to the modern world.

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Site Officer– Job Description

*Do you want to be part of something new and exciting?
Can you help create and maintain a safe, secure and inspiring environment for pupils and staff? Are you ready to grow with Orchard View Primary Academy as we move into our new building in September 2026?*

If so, we would love to hear from you.

Orchard View Primary Academy is a partner academy within the Inspiring Futures Partnership Trust (IFPT). As a new academy, this role offers a rare opportunity to join a school at a formative stage, take ownership of the site, and play a key role in ensuring our environment supports high-quality teaching and learning as part of a values-led and ambitious team.

As Site Officer you will be part of the wider IFPT estates and premises team, working collaboratively across the Trust and have access to a wide range of development opportunities.

About the Role

We anticipate the new site will be handed over to IFPT mid-August 2026, therefore the early stages of this role will include supporting site handover and training, supporting with planning and installation projects such as outdoor provision and library installations, and overseeing required documentation, process and procedures required by legislation. A truly unique and exciting opportunity to be part of shaping Orchard View Primary Academy.

Moving forward as Site Officer, you will be responsible for the day-to-day management, maintenance and security of the academy site and buildings. You will ensure that the academy is a safe, clean and well-maintained environment for pupils, staff and visitors.

Key responsibilities include:

- Opening and closing the academy site, ensuring security at all times
- Carrying out routine testing such as fire alarms, manage site maintenance, repairs and general upkeep of the building and grounds
- Monitoring and maintaining high standards of cleanliness and presentation across the site
- Undertaking regular health and safety checks, including compliance tasks and record keeping
- Liaising with contractors and supporting site projects and improvements
- Managing deliveries and ensuring safe storage of equipment and materials
- Supporting the smooth day-to-day operation of the academy, including responding to urgent site issues
- Assisting with lettings, events and out-of-hours activities where required
- Monitoring building performance including but not limited to energy and BMS systems

Does this sound like you?

- You take pride in maintaining a safe, secure and welcoming environment
- You are practical, hands-on and confident in carrying out a range of maintenance tasks
- You have a good understanding of health and safety requirements and compliance
- You are proactive, reliable and able to work independently using your initiative
- You are organised and able to prioritise a varied workload effectively
- You are approachable and enjoy being part of a school community
- You remain calm under pressure and respond effectively to unexpected situations
- You demonstrate integrity, professionalism and a strong work ethic
- You embrace new challenges and enjoy being part of building something new

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- You will model our PRIDE values, at all times

In return, we offer you:

- A brand new, purpose-built academy building, opening in September 2026
- The opportunity to help shape a new environment, systems and future direction
- A welcoming, inclusive and growing community
- Opportunities for training and development within a supportive Trust
- A strong commitment to staff wellbeing and work-life balance
- The chance to be part of a school driven by moral purpose, ambition and excellence

Orchard View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates.

Job title:	Site Officer
Salary:	Buckinghamshire Pay Range 2- 3 £26,522 to £31,230 (FTE) Depending on experience Actual estimated gross salary based on 25 hours per week, Range 2 Point 15 - £19,421
Hours:	20-25 hours per week, flexible for the right candidate. Capacity to increase hours as the academy grows Due to the nature of this role, certain tasks may be required out of hours or at weekends, flexibility required.
Weeks:	52 weeks per annum
Contract type:	Permanent
Closing date:	10 th May 2026
Provisional start date:	June 2026 – pending clearance of all pre-employment checks
Early applications are encouraged; we reserve the right to interview strong applicants before the closing date of this advert.	

Main Duties

The duties and responsibilities listed below are indicative of the tasks of the role; they are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise. The job description will be reviewed from time to time to reflect the changes, needs and circumstances of the Trust. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Health and Safety:

- Act as the Health and Safety Co-Ordinator for all H&S (including COSHH) and undertake all relevant training.
- Perform duties in line with Health and Safety and COSHH regulations, taking action when required and reporting serious hazards immediately to the Head of Academy.
- Ensure compliance with the Trust's and Academy H&S policies to ensure the safety of pupils, staff and other site users and undertake risk assessments where appropriate.
- Comply with the requirements of Health and Safety at Work regulations and legislation.
- Take reasonable care for the Health and Safety of yourself and others, including adhering to 'lone working' guidelines.
- Ensure that Health and Safety responsibilities are carried out, and in appropriate timescales according to statutory checklists.
- Ensure external contractors comply with our Health and Safety and Safeguarding requirements.

Security:

- Be responsible for unlocking and locking of the Academy premises daily (either personally or management of external key holding provider); ensuring relevant site checks are conducted such as all windows and doors are secured, lights are off, blinds are lowered, internal doors are shut, and the alarm is set.
- Be a keyholder for the premises, including responding to security alarm or other call outs, in accordance with agreed procedures.
- To apply the agreed security and safeguarding procedures in relation to

contractors at the Academy.

- Knowledge and ownership of Academy security systems.
- To review all fences, gates, doors and windows as part of the opening and closing routine to ensure they are safe and secure, taking appropriate action where needed.
- To conduct a weekly site walk, to include review of all perimeter fencing and grounds to ensure safety and security, raising issues with line management.

Compliance:

- Premises compliance by ensuring buildings always comply with appropriate statutory and regulatory standards.
- Maintain detailed records of all statutory checks on the Trust compliance portal
- Undertake and record regular checks as per the agreed schedule and operations manual, including but not limited to; play equipment, legionella risk, alarm systems (including fire, lockdown and security), ladders and fire extinguishers and report any problems arising.
- Participate in and support internal scrutiny and audit, where required.

Repairs and maintenance:

- To carry out repairs and maintenance of the buildings, fixtures, fittings and furniture, including decoration and lighting.
- Identify and report building, furniture or fitting deficiencies to the Head of Academy and to undertake remedial action, including liaising with contractors when required.
- To attend to minor faults with electrical and plumbing facilities/equipment within qualified parameters and with regard to H&S requirements.
- Manage the site planned maintenance programme, ensuring all required maintenance is completed within required timeframes, including liaising with and booking contractors.
- To liaise with all contractors who are appointed to carry out repairs and maintenance, monitoring work carried out and raising with line management where deficiencies in service are noted or further work required.
- To carry out emergency/occasional cleaning and clearing requirements within the buildings and across the site in the event of leaks, floods, poor weather, soilage, personal illness, breakage and spills.
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials, and arrange their safe storage and distribution as appropriate.
- To replenish all hygiene areas on a regular basis.
- Make appropriate arrangements for collection of all waste.

Operation of Plant Rooms and Equipment:

- To ensure all plant rooms and equipment is maintained in a safe condition through visual and, where practical, safe, physical examination.
- To operate plant rooms and equipment, training will be given, within agreed procedures, limits and safe parameters.
- Monitor utility usage and accurate, regular recording of meters including gas, electricity and water.
- Monitor the academy's temperature and heating system, adjust accordingly and consider best energy efficiencies.
- To assist with energy conservation through ensuring heating, ventilation, lighting and water operations are not wasteful, providing data and information as requested.
- Assist with energy and building performance reporting, as required by IFPT

Site and Grounds Maintenance:

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- To ensure the premises are always safe and highly presented including door entrances, car parks, paths and gullies.
- Ensure the whole premises is always safe for pedestrians, including keeping all walkways clear. Gritting and snow/ice clearance in response to weather conditions as appropriate.
- To book, manage and oversee the grounds maintenance contractor ensuring contractual obligations are always met and best value for money achieved.
- Be responsible for day-to-day cleaning and act as main Academy contact for the cleaning contractor, ensuring high levels of cleaning at all times.
- To maintain all trees on the site where the work can be carried out safely at ground level. Observing Tree Protection Orders in place on site.

Knowledge and Skills:

- Must be IT literate
- Willingness to undertake training, possibly offsite and attend meetings required to satisfactorily carry out the above requirements.
- Keep abreast of new and updated legislation and training requirements.

Supervision and Management:

- The post holder may be required to work without direct supervision i.e., out of academy hours or during academy holidays, and must follow lone working guidelines.
- The post holder will be responsible for supervising and monitoring the work of cleaners and contractors.

Key contacts and relationships:

- Build positive relationships with all stakeholders, responding to reasonable requests for assistance.
- Be prepared to be flexible on occasions, to stay beyond designated finishing time in return for overtime payment or time in lieu, such as Open Evenings, Concerts, Parents' Evening and so on. These will always be agreed in advance.
- Be a role model for all pupils and visitors to the Academy.
- Contribute to the ethos of IFPT and the motto and values of our Academy.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Education to GCSE standard, or equivalent (i.e. minimum grade C in English and Maths) • Full Driving Licence required 	<ul style="list-style-type: none"> • Recognised Health & Safety qualification
Knowledge and understanding	<ul style="list-style-type: none"> • Good general maintenance and DIY skills. • Strong understanding of health and safety legislation and site compliance requirements. • Professional, reliable, and respectful attitude towards pupils and staff. • Willingness to be part of the school community and engage positively with children. • Excellent organisation and communication skills. • Flexibility to work varied hours including some evenings and weekends. 	<ul style="list-style-type: none"> • Experience in building/site management, preferably in a school or public-facing environment. • An understanding of child protection and safeguarding • Formal project/budget management experience using a structured approach. • Experience in a similar role within a school. • Experience line managing (or supervising) others.
Skills and abilities	<ul style="list-style-type: none"> • Proficient in IT and confident with digital systems, with a good working knowledge of Microsoft Office applications including Excel, Word and Outlook • Able to find and propose solutions to maintenance related problems. • Ability to work both as part of a team and unsupervised, taking responsibility for the completion of tasks • Excellent communication skills • Ability to carry out general DIY tasks 	<ul style="list-style-type: none"> • Experience of working/volunteering within an educational setting • Skills in working with children with SEN or additional needs • Ability to communicate effectively with children, staff and parents • Ability to establish positive and professional working relationships with pupils, staff and parents • Awareness of Control of Substances Hazardous to Health (COSHH) regulations • An awareness of the importance of legionella and asbestos awareness and standard precautions
Personal qualities	<ul style="list-style-type: none"> • An enthusiastic and optimistic outlook • Experience of working successfully as part of a team • Ability to work independently and take initiative. • Flexibility and co-operation • To hold a growth mindset and believe that all children can achieve • Reflective and open to feedback • Creative in problem solving with a willingness to try new ideas • Reliability and integrity 	<ul style="list-style-type: none"> • Own life experiences in order to enhance the cultural capital of our children

Application and Selection Process

Further information:

For further information please visit our website www.ovpa.org.uk or to discuss the role further please contact our Head of Academy, Mrs Liz Jones via email: office@ovpa.school

Visits:

Visits to our current setting at Kingsbrook View Primary Academy to meet our Head of Academy, Mrs Liz Jones, are warmly welcomed but need to be arranged in advance. Please email: office@ovpa.school or call: 01296 254042 to arrange a visit.

How to apply:

Interested candidates should complete the online MyNewTerm application form, please include a personal statement that should outline your suitability for the post by referring to the job description and person specification.

Early applications are encouraged; we reserve the right to interview strong applicants before the closing date of this advert.

In compliance with Safer Recruitment guidelines, CV's cannot be accepted and you will need to complete an online MyNewTerm application form to be considered for this position

Shortlisting:

Candidates will be notified if they have been successful for interview.
Interviews will be held on receipt of strong applications

Orchard View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting, and an enhanced DBS and qualifications check will be carried out upon appointment of all successful candidate