



A MOORLANDS LEARNING TRUST ACADEMY

# Recruitment Pack

Facilities Officer

Start date: February 2026

Full Time

Fixed Term Sickness Cover to January 2027



## Vision

Together we belong, develop character and achieve excellence



## Values



Responsibility



Kindness



Resilience

## Curriculum Intent



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.



Places high value on the breadth, acquisition, retention and application of knowledge.



Enriches and bridges gaps in cultural knowledge.



## Facilities Officer

Location: Rawdon, Leeds

Contract: Fixed Term Sickness Cover to 31 January 2027

Start Date: February 2026

Closing Date: 8am on Thursday 12<sup>th</sup> February 2026

Actual Salary: £28,598 - £31,022

This is an exciting opportunity for a talented colleague to join our vibrant and ambitious school as a Facilities Officer.

Benton Park School is a thriving, inclusive comprehensive school located in Rawdon, on the outskirts of Leeds. With over 1,500 students—including a vibrant Sixth Form of over 200—we are proud to serve a diverse and supportive local community. Our recent move into a £28.5 million state-of-the-art building has created an inspiring environment for learning and working, underpinned by cutting-edge classroom technologies.

As part of the Moorlands Learning Trust, we are committed to delivering a truly aspirational education for all. Our school vision—“Together we belong, develop character and achieve excellence”—captures our belief in the power of community, personal growth, and high achievement. We are proud to be a school that goes from strength to strength, with good behaviour and attendance and strong outcomes and destinations for our students.

Our values—Kindness, Resilience, and Responsibility—shape our culture and guide every interaction. They underpin our commitment to developing confident, compassionate, and capable young people who are ready to make a positive contribution to society.

We celebrate the importance of community through a rich calendar of events that bring our school to life. Highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances provide students with opportunities to showcase their talents, develop leadership and teamwork skills, and build lasting memories. These events unite students, staff, families, and the wider community, reinforcing our ethos and strengthening the sense of belonging that defines Benton Park.

Our curriculum is broad, balanced, and enriched by opportunities for personal development, leadership, and community engagement—including strong partnerships with local primary schools through the Aireborough Learning Partnership Trust. We also take pride in our unique morning meeting structure, our strong pastoral care, and our relentless focus on effective teaching and mentoring, which together ensure excellent outcomes and a strong sense of connection for every student.

Benton Park is more than a school—it's a place where students grow, belong, and flourish.



## About Benton Park School

Benton Park School is a popular and oversubscribed comprehensive school located to the north-west of the vibrant and diverse city of Leeds. We are proud to serve a wide catchment area including Rawdon, Yeadon, Calverley, and Farsley as well as areas further into Leeds and Bradford. Our families are incredibly supportive, and we work closely with a number of local primary schools through strong partnerships, including our work with the Aireborough Learning Partnership Trust.

We are fortunate to have benefited from a £28.5 million investment in our premises, resulting in a state-of-the-art learning environment that inspires both students and staff. Our bespoke Sixth Form centre has been extensively refurbished to create a welcoming and aspirational space for post-16 study, and our Sixth Form continues to grow in strength and popularity.

Our vision—"Together we belong, develop character and achieve excellence"—drives every aspect of our work. It is supported by our core values of Kindness, Resilience, and Responsibility, which underpin our inclusive ethos and commitment to developing well-rounded, confident young people. Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing, helping students to build the skills and character needed for success in life beyond school.

We believe in celebrating success and fostering a culture of inclusivity and positivity. Our rewards system recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in the wide range of enrichment opportunities we offer. These include lunchtime and after-school clubs, educational visits both in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our school identity. Annual highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging—making Benton Park not just a place to learn, but a place to grow and thrive.



## Welcome from the Headteacher



Thank you for your interest in joining Benton Park School.

As a Facilities Officer, you would play a vital role in supporting our vibrant school community and helping to shape a strong, positive, and successful learning experience for all students. Your contribution would be part of a wider team effort that ensures every child feels safe, supported, and ready to thrive.

We are looking for a highly motivated, positive colleague who can contribute to maintaining excellent standards in all areas of school life. A team player, you will have the ability to form high-quality relationships with staff, students, and families alike.

Benton Park is a thriving, inclusive and oversubscribed comprehensive school located in Rawdon, on the outskirts of Leeds. We serve a diverse and supportive community, and we are proud to recognise and celebrate this. Our school is proud to be part of the Moorlands Learning Trust, and we continue to go from strength to strength—with excellent behaviour, great attendance and strong outcomes and destinations for our students.

Our vision—“Together we belong, develop character and achieve excellence”—drives every aspect of our work. It is underpinned by our core values of Kindness, Resilience, and Responsibility, which shape our culture and guide every interaction. We are proud to have received national recognition for our inclusive and values-driven approach, including the RED Award for Diversity and Inclusion and the UK Gold Feminista Award for promoting gender equality and student voice.

We take an evidence-informed approach to school improvement. There are no gimmicks or silver bullets—just a relentless focus on doing the simple things well, every day. Our ‘warm-strict’ approach instils strong learning habits and helps students become better qualified, more successful, and happier. We expect students to follow routines, wear their uniform with pride, and be fully engaged in their learning.

Our curriculum is designed to ensure students know and remember more as they progress, with clear Learning Journeys and Progression Models that promote mastery and a love of learning. We place high value on the breadth, retention, and application of knowledge, and actively work to enrich and bridge gaps in cultural capital.

We also celebrate success at every opportunity. Our positive rewards culture recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in our wide range of enrichment opportunities. These include lunchtime and after-school clubs, educational visits in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our identity. Annual highlights such as our music events including our Live in LS19 festival, Enterprise Day, Sports Day, and our school performances



bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging. Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing—ensuring students are equipped not only for academic success but for life beyond school.

Joining Benton Park means becoming part of a school that is ambitious, inclusive, and deeply committed to making a difference. We look forward to welcoming a new colleague who shares our values and wants to contribute to our continued success.

Mr N Skilton  
Headteacher



## Teaching and Learning at Benton Park

### I Do, We Do, You Do

Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

### Learning Journeys and Progression Models

All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

### Subject Specialism

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

### Professional Development

Developing our staff is incredibly important to us. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

### Benton Park Fundamentals

At Benton Park, we build our teaching around some crafted fundamentals to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on supporting all learners, including our most vulnerable, having access to the highest quality support through these fundamentals.

### Reading

Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our school community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.



## Job Description

<b>Role</b>	<b>Facilities Officer</b>
<b>Allowances:</b>	<b>C1</b>
<b>Hours:</b>	<b>37 hours per week, All Year Round, shift rota inc weekends and evenings.</b>
<b>Responsible to:</b>	<b>Trust Estates Manager</b>
<b>Review Date:</b>	

### PURPOSE OF THE JOB:

This role offers the chance to bring your experience to a supportive team and develop further skills, with training provided, as necessary. We encourage applications from those with backgrounds in trades such as joinery, plumbing, electrics, decorating, caretaking, health and safety, or building maintenance, as well as those with transferable skills seeking a change. A customer-focused approach and positive attitude are essential.

The Facilities Officer will provide professional maintenance and security services for school buildings and grounds, supporting the delivery of the buildings management plan and ensuring compliance with health and safety legislation and school policies. The role includes promoting a professional image and excellent customer service and ensuring safe working practices are followed at all times.

As part of the facilities team, you will support the effective management of the site ensuring compliance with all relevant Health and Safety legislation, Trust, and school policies, and the DfE estates management guidance. Reports of internal and external defects and/or health and safety issues will be prioritised effectively and any issues that cannot be resolved reported promptly to the Health, Safety and Facilities Manager or the Facilities Team Leader. Operational activities are carried out in accordance with the relevant safe working practice and risk assessments. Accidents, incidents and near misses involving employees, students and/or visitors are dealt with appropriately and reported in accordance with the Trust's Health and Safety Policy.

Promoting a professional image, you will provide excellent customer service to all internal and external customers including colleagues, students, contractors, parents, hirers, and visitors.

This role will be primarily based at Benton Park School, Harrogate Rd, Rawdon, Leeds LS19 6LX, but may involve occasional work at any of our Trust schools and require travel between sites across the Trust.



## **Specific responsibilities**

### **Security**

- Take responsibility for locking and unlocking academy buildings and areas. This may involve occasional call outs when off duty or at out of hours times by arrangement on a rota basis therefore a full Driving Licence is an essential requirement of the postholder
- Undertake regular security checks
- Respond appropriately to emergencies or urgent issues as they arise. Liaise with Emergency Services in collaboration with colleagues as appropriate
- Complete testing/checks on systems and maintain records for fire, water, electrical (PAT) and other safety checks
- Monitor fire safety equipment, assisting with scheduled fire alarm and equipment checks Operate and respond to alarm systems where appropriate
- Monitor CCTV equipment if required in accordance with Trust CCTV Policy

### **Maintenance**

- Carry out maintenance duties to ensure the general upkeep of the premises and grounds is of a high standard, including daily routine inspections and liaising with contractors where required
- Undertake repairs for example, fitting doors, handles and locks, repairing/replacing leaking pipes and taps, fitting/replacing skirting, fencing and gate repairs, general maintenance duties, decoration, and routine maintenance. Carrying out minor improvement works according to skills. General porterage duties for deliveries
- To plan and carry out specialist buildings works in areas related to individual qualifications and/or experience, referring repairs that require specialist contractors to the Health, Safety and Facilities Manager or the Facilities Team Leader
- Daily oversight, operation and maintenance of HVAC plant, lighting systems, plumbing systems, fire and security alarm systems and lighting systems
- Undertake the role of Fire Officer/Evacuation Co-ordinator in an emergency situation as needed. Operate and respond to alarm systems where appropriate
- Undertake a range of cleaning duties such as graffiti removal, litter-picking, deep cleaning. Carry out routine inspections of cleaning work, reporting any issues promptly to the Safety and Facilities Manager
- Collect and assemble waste for collection



- Be aware of the school's duty of care in relation to staff, students and visitors and to always comply with the Trust Health and Safety Policy;
- Maintain specialist equipment after specialist training.
- To carry out decoration programmes and minor improvement works in accordance with experience and/or training

### Facilities

- To prioritise requests for facilities support to ensure the safe and effective running of the school site, referring conflicts or unresolved issues to the Facilities Team Leader
- Greet and manage the needs of visitors hiring the school premises
- Assist the Health, Safety and Facilities Manager in the management, administration, and operation of lettings systems

### Responsibilities

- Undertake ongoing maintenance and use of electronic systems/procedures/policies, including the online Buildings Management System
- Be responsible for maintaining records, information, and data, producing reports as required
- Create and maintain a purposeful, orderly, and productive working environment and safe storage of maintenance and servicing equipment
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Liaise with contractors as required under the direction of the Safety and Facilities Manager, including ensuring that appropriate RAMS and insurances are in place
- Moving furniture & equipment and setting up for specified events (assemblies, exams, parent's evenings etc)
- If required, coordinate deliveries to the school ensuring safe delivery to recipients. This might include transporting packages and furniture on the site vehicle and manual handling of large items
- To support the completion of testing/checks of portable electrical appliances and the maintenance of records for fire, water, and other safety checks
- Perform health and safety checks on the minibus and assist with the maintenance of the minibus e.g., taking minibus for service, filling up with petrol, cleaning out, etc



- Drive the minibus on occasions as required by the school
- Liaise with the school Catering Team in relation to their use of the site and provision of their service, as appropriate
- Ensure Trust health and safety policies and procedures are always complied with
- Ensure health and safety signage used is adequate and understandable
- Deliver training including demonstrating and assisting in the safe and effective use of specialist equipment/materials as required
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support school development
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

### **Additional Duties**

- Provide first aid assistance to staff, students and visitors if required. First aid training will be provided, if qualification not already held
- To be trained as a Mental Health First Aider
- Be aware of and support difference and ensure equal opportunities for all
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support school development
- Attend and participate in relevant meetings as required
- Establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the school

### ***Probationary Period***

The successful candidate will undertake a six-month probationary programme on commencement of the role.



## **Recruitment and Selection Policy Statement**

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

Moorlands Learning Trust is committed to the protection and safeguarding of children and young people in our recruitment procedures and in all our work across and beyond school. The school adheres to statutory guidelines in respect to safe recruitment. All persons employed by the school, in any capacity, will undergo an enhanced Disclosure and Barring Service (DBS) check, and confirmation of employment is subject to a successful outcome. All teaching staff members recruited by the school have their eligibility to teach checked with the DfE.

### **VARIATION IN ROLE**

Given the dynamic nature of the role and structure of Moorlands Learning Trust, it must be accepted that, as the Trust's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.



**Job Title: Facilities Officer**

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>Participate in development and training opportunities</li><li>Willingness to undertake health and safety training such as manual handling and first aid courses, and other related training such as, data protection, customer care, COSHH, scaffolding training, evac chair training and toolbox talks (This list is indicative, not exhaustive, it is required that the post-holder will attend all training courses which are relevant to the post)</li><li>Basic (level 2) maintenance qualifications or equivalent experience.</li><li>Experience of working as part of a team</li><li>Maintenance experience</li><li>Experience of establishing effective working relationships with colleagues and customers</li><li>Experience of working in a high-pressure environment and to time and resource constraints</li></ul>	<ul style="list-style-type: none"><li>Experience of working within an education environment</li><li>Experience of working within a Public facing environment</li><li>Experience of writing and implementing Risk Assessments</li><li>Previous qualifications and/or experience related to a specialist trade/s (e.g. building, plumbing, electrical)</li><li>Health and Safety qualifications or equivalent experience (e.g. IOSH, working safely)</li><li>Experience of using electronic recording systems and office software packages</li></ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"><li>Awareness and understanding of security measures and systems</li><li>A good working knowledge of health and safety procedures, including risk assessments and safe working practices</li><li>Knowledge and understanding of COSHH regulations and how they apply to the organisation.</li><li>Working knowledge of Microsoft Office software programmes, such as Word, Excel, Explorer, and Outlook</li><li>Awareness of health and hygiene procedures</li><li>Knowledge of moving, lifting and handling procedures</li><li>Knowledge of basic fire regulation requirements</li><li>Knowledge of Safeguarding Children and Young People</li></ul>	<ul style="list-style-type: none"><li>Knowledge of current Health and Safety legislation and best practice</li><li>Knowledge of using specialist equipment</li><li>Knowledge of the principles of risk assessment</li></ul>
<b>Skills &amp; abilities</b>	<ul style="list-style-type: none"><li>Problem solving</li><li>Maintenance/Repair</li><li>Good interpersonal skills - ability to communicate effectively in written and spoken English</li><li>Ability to present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all</li><li>Prioritisation skills – able to manage own workload and complete tasks, to a deadline</li></ul>	<ul style="list-style-type: none"><li>Previous experience of trades (e.g. building, plumbing, electrical, joinery, painting, and decorating)</li></ul>



	<ul style="list-style-type: none"><li>Ability to positively take on board, and implement, changes and improvements to working practices</li><li>Ability to be flexible and work productively in an environment which is fast paced and delivers a wide variety of services and activities</li><li>Effective people skills – must be able to support and effectively work with others to achieve common goals and objectives</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li><li>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients (DBS check required).</li><li>Displays commitment to the protection and safeguarding of children and young people.</li><li>Due to the unique nature of the duties of this post the post holder will require a good level of fitness and mobility</li><li>Flexibility in approach to work including working evenings, weekends, and unsociable hours to meet service requirements</li></ul>	



# BENTON PARK SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY



