



Site Supervising Officer

**All Saints Bedworth C of E Academy &
Nursery**

Off The Priors, Mitchell Road, Bedworth,
CV12 9HP

Candidate Information

Together, pursuing life in all its fullness

Site Supervising Officer

About the Role

The Trust is looking to appoint an inspirational and highly effective Site supervising Officer who is committed to supporting the All-Saints Bedworth to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £25,583-£25,989 per annum FTE (Actual Salary £13,828) Grade E (Scale point 5-6)
- Monday to Friday 4 hours per day (20hrs per week, 2pm-6pm)
- Full year, permanent contract
- Eligibility to join the Pension Scheme'

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact the school office directly on 02476 313387 for an informal discussion about the post.

Please note that the closing date for applications is 12th July 2026. Please apply through My New Term online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on the 14th July 2026.

Job Description

KEY PURPOSE

To take responsibilities for leading and managing cleaning, caretaking and monitoring services to both buildings and grounds forming the school sites, ensuring a safe and secure environment for all users.

ACCOUNTABILITIES

The appointee will be line managed by Headteacher.

PRINCIPAL RESPONSIBILITIES

General duties – Premises and security

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/ contractors, routine maintenance and refurbishment, minor repairs, advising the Academy Business Partner/Headteacher on suggested improvements to the general school environment, to improve productivity of site management and to carry out pre-planned maintenance programs.

The site Services Officer will be dependable, honest and self-motivated person, they will be the main key holder, responsible for opening and closing the school in liaison with the school cleaning team.

Carry out security procedures for the school buildings and grounds, take action to ensure site security.

Act as a nominated key holder and respond appropriately to alarm company, police call outs and other emergencies outside of the normal working hours.

Ensure that the sites are maintained and fit for purpose.

Routine and non-routine opening and closing and security of premises and grounds.

To monitor the performance of the cleaning team and to ensure a clean, tidy and well-maintained school environment.

Carry out minor maintenance work and repairs including painting.

Responsible for basic tools and equipment and report items, maintenance work that is required and is beyond the competence of the site staff.

Check for damage and liaise with Academy Business Partner to have repairs carried out as appropriate.

Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water is available.

Carry out frost protection procedures.

Carry out procedures in event of fire, flood, breaking and entering, accident or major damage.

Provide emergency access in the event of snow or minor flooding or similar emergency situations.

Ensure playing areas, paths and shrub borders / hedgerows are free from litter / glass etc.

Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary.

Cleaning, hoovering and mopping corridors, hall, hub, staff room and offices as appropriate.

Cleaning toilet areas within the site
Taking part and leading deep clean within the holiday periods
Ensure that caretaking and cleaning equipment is in a safe and working condition.
Receive delivery of stock, materials, etc ensuring appropriate storage.
Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary.
Prepare for after school activities and ensure accommodation is prepared for normal school use.
Undertake school lettings in accordance with the letting's procedures.
Lock school, check windows are secure, electrical items are switched off blinds are drawn and alarm is switched on at night.
Check and empty outside bins.
Outside litter picks
Check and restock toilet rolls, hand towels and soap throughout the school.

Health and safety and compliance

Follow and comply with SSO log books and checks, such as fire alarm systems, weekly legionella flushing, etc.
Review and update COSHH equipment and register.
Ensure all compliance checks are completed in good time, liaising with outside contractors as required.
Checking school playing field and perimeter fences daily.
Assist ABP in undertaking risk assessments relating to site.

Managing Contractors

Undertake Managing Contractors training and manage all contractors on site appropriately
Direct contractors to sites of repair and maintenance work.
Inspect work of contractors where satisfaction note is required.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.

- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Experience						
1	Be willing and able to take part in relevant training, ie Safeguarding, play activities etc.	X			X	
2	No formal qualifications, though literacy & numeracy skills required to be able to read instructions and work out simple measurements	X		X		
Professional Experience and Knowledge						
1	Previous experience in a similar environment (e.g., school, facilities, cleaning, caretaking, estates).		X	X	X	X
2	Experience of cleaning duties, use of cleaning equipment, and maintaining hygiene standards.	X		X	X	X
3	Understanding of school policies and how they relate to local and national frameworks (e.g., safeguarding, child protection, health & safety, equal opportunities).	X		X	X	
4	Knowledge and understanding of safeguarding requirements and good practice.	X		X		
5	Understanding of Health & Safety and COSHH guidelines, including safe use, storage and handling of cleaning chemicals.	X		X	X	
6	Ability to operate cleaning equipment, machinery, tools and undertake basic maintenance.		X		X	
7	Knowledge of minor maintenance tasks (e.g., basic plumbing, electrical, glazing, woodwork).	X		X	X	
8	Understanding of basic administrative systems (e.g., lettings, time sheets, maintenance logs, ordering and stock control).	X		X	X	
9	Ability to transfer training and theory into practical application.		X		X	
Skills & Abilities / Personal qualities						
1	Strong communication and listening skills, able to take direction, work collaboratively or independently, and lead the cleaning team by allocating tasks, monitoring standards and providing guidance.	X		X	X	
2	Competent in following routines, written instructions, H&S and COSHH requirements; able to complete forms, maintain records, carry out basic calculations and identify straightforward solutions to routine problems.	X		X	X	
3	Able to operate and maintain cleaning equipment and basic site tools safely, check deliveries, manage stock, prioritise workload and respond calmly to hazards, accidents or emergencies.	X		X	X	
4	Strong time-management skills, able to work autonomously when required, maintain high standards of safety and cleanliness, & hold a driving license.	X		X	X	

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of **SSO**

Signed

Date

