



Site Officer

Full Time – Permanent

Start date June 2026

Central MAT Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington

Candidate Information

Site Officer - Permanent
St Laurence's CE Primary School

Together, pursuing life in all its fullness

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,500 Multi Academy Trusts in England. The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, Chief Executive Officer

What our employees say about us

In our 2024 staff survey, the Trust scored above national benchmarks in almost every area. Support from colleagues is a particular strength of working for us: our staff value the respect and support they receive from their colleagues. Leadership is also an area of significant strength and staff rate their leaders highly. Finally, job satisfaction and employee communication are rated highly and above national benchmarks.

Staff support and relationships

| | |
|--|-----|
| How comfortable are you with asking your colleagues for help when you need it? | 93% |
| How respected by your colleagues do you feel? | 91% |

Leadership

| | |
|--|------------------------------------|
| Leadership dynamics | 10% higher than national benchmark |
| Professional support from line manager | 3% higher than national benchmark |

Job satisfaction and communication

| | |
|--|-----------------------------------|
| Effective and regular communication with employees | 90% |
| Job satisfaction | 5% higher than national benchmark |

Diocese of Coventry

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'

Bishop of Coventry



Site Officer - Permanent

About the Role

The Trust are looking to appoint an inspirational and highly effective Site Officer who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

The role is a full year working position, 37 hours per week over 5 days. Ideally to include opening and locking school but we are flexible with this. Examples of shift pattern are either a split shift working AM / PM, start at 7am-3pm with 30 mins lunch, 10am-6pm with 30 mins lunch, or a combination of times. We are planning a start date in June to allow for a substantial handover period with our current Site Officer.

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 organisation and contribute to its development and growth plans
- The grade and salary for this role is Grade E, Point 5 – 6, £25,583 - £25,989
- Eligibility to join the Pension Scheme
- 26 days holiday, 3 Christmas closure days and 8 bank holidays.

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 Sarah Coakley, our Academy Business Partner, directly on sarah.coakley@stlaurences.covmat.org for an informal discussion about the post.

Please note the closing date for applications is Sunday 8th March 2026. Completed applications and supporting documents can be found on [Mynewterm.com](https://mynewterm.com).

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 during week commencing TBC.

Job Description

KEY PURPOSE

To be responsible for the premises / grounds at St Laurence's CE Primary School under the direction of the Head Teacher and Academy Business Partner. You will be a main key holder and responsible for the school site and management of the caretaking requirements ensuring a safe and secure school environment.

ACCOUNTABILITIES

The appointee will work under the general direction of the Academy Business Partner supported by the Head Teacher.

PRINCIPAL RESPONSIBILITIES

Site Safety & Security

- Oversee the daily operation of the intruder alarm system including regular checks of the panel and sensors – resolving any faults.
- Opening and locking of the school building ensuring access to the building at required times, checking all windows, doors are locked and all items are turned off.
- Conduct regular checks of the site including perimeter checks to ensure all is secure.
- Conduct weekly testing of the fire alarm including checks of the fire alarm, call points, fire doors, fire extinguishers, emergency lighting and maintain accurate statutory records.
- Understanding of fire safety regulations, Health & Safety regulations, emergency procedures and protocols for evacuations.
- Flexibility to respond to emergencies, occasionally out of hours supported by the Local Authority Emergency Services Unit.

Premises

- Ensure all compliance is met as per the Trust Health & Safety Standards by arranging inspections / maintenance as directed and keeping accurate records / certificates.
- Responsible for reporting any faults / defects and arranging repairs / maintenance of the school building and site, monitoring progress until completion to an agreed standard.
- Complete visual inspections of all play areas / equipment daily, removing any hazards and resolving any issues. Complete monthly safety checks of play / PE areas / equipment and maintain an accurate record for audit.
- Ensure the smooth operation of the plant equipment to maintain adequate heating, hot water and temperatures in school. Arrange the annual service and report any adhoc issues.
- Ensure water hygiene / management checks are completed by a competent person rectifying any issues and documenting. Carry out regular water flushing in the school holidays.
- Maintain accurate statutory records and support the Academy Business Partner with Health & Safety inspections.
- Follow the induction process when welcoming external contractors onto site.
- Ensure the site is free from litter and debris, emptying litter / recycling bins regularly.
- When required keep the pathways clear of snow and ice ordering grit / salt when required.

- Prepare the hall / classrooms for events as directed.
- Support with any furniture / equipment movement in school and assembly of any flat pack furniture.
- Take in deliveries of stock / equipment, checking off the delivery note and ensuring correct distribution or storage.
- Support with any future agreed Lettings by preparing for activities, provide assistance to hirers in line with the Lettings policy and report any concerns to the Academy Business Partner.

Handyperson Duties

- With the correct skill set undertake minor general repairs.
- Ensure all tools and equipment are in good working order reporting any defects to the Academy Business Partner.
- Clean and maintain low level guttering and downpipes regularly.
- Undertake minor grounds work that does not fall under our Grounds contract.

Cleaning

- Manage and direct a small school cleaning team, carrying out regular inspections, maintain records and cover absence if required.
- Carry out a rolling program of carpet, upholstery and deep cleaning of floors.
- Be able to operate a buffing machine and sweep / buff the hall floor regularly.
- Clean exterior and interior school signage.
- Clean low level windows outside of our cleaning contract.
- Order and maintain stock of cleaning supplies adhering to COSHH regulations, keeping adequate records for referral.

HR

- Oversee management of the small cleaning team by completing professional reviews, probationary reviews and return to work paperwork. Monitor absence / capability and address any issues with the support of the Academy Business Partner.

Additional

- Undertake all required training to support the role which can occasionally be outside normal working hours.
- Participate in the Trust performance review system.

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

| Personal Qualities, Qualifications and Experience | | Measured By | | | | |
|--|--|-------------|-----------|-------------|-------------------|------------|
| | | Essential | Desirable | Application | Interview Process | References |
| Qualifications and Experience | | | | | | |
| 1 | Experience of Health & Safety Management. | Y | | Y | Y | |
| 2 | Experience of compliance and premises management. | | Y | Y | Y | |
| 3 | Experience of working in an educational environment. | | Y | Y | | |
| Professional Experience and Knowledge | | | | | | |
| 1 | Awareness and understanding of legislations / guidelines eg: Health & Safety guidelines / COSHH etc. | Y | | | Y | |
| 2 | Knowledge of safeguarding children. | Y | | | Y | |
| 3 | Ability to use IT equipment. | | Y | Y | | |
| 4 | Experience in caretaking / cleaning work. | | Y | Y | | |
| Skills and abilities | | | | | | |
| 1 | Good literacy skills to complete forms, orders, understand and follow policies and procedures. | Y | | | | Y |
| 2 | Ability to follow instructions and carry out required procedures and routines. | Y | | | Y | |
| 3 | Be able to work on own initiative and manage a large, varied workload. | Y | | Y | | |
| 4 | Ability to operate cleaning equipment, machinery, tools and undertake basic maintenance. | Y | | | Y | |
| 5 | Willingness to line manage a small team and hold to account for poor performance. | | Y | | Y | |
| Personal Qualities | | | | | | |
| 1 | Ability to deal with challenging situations calmly and professionally. | Y | | | Y | |
| 2 | Ability to problem solve straight forward issues and respond to unforeseen circumstances. | Y | | | Y | Y |
| 3 | Flexibility to respond to call outs / emergencies. | Y | | | Y | |

I hereby confirm that I have received a copy of the Job Description for the post of Site Officer.

Signed

Date

Our Academies



St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy
New Road, Studley
B80 7ND



Central MAT Office
The Diocese of Coventry Multi Academy Trust
c/o St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF



St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP



Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE



St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA



Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA



Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF

