

Site Officer – Job Description

St Helen's School

JOB DESCRIPTION

Site Officer

The Post

The Site Officer team ensure that the operation of the school's facilities meet the needs of the school and the school's small trading subsidiary company, St Helen's Enterprises. Site Officers also play a vital role in maintaining security of the school site and providing an onsite response in emergency situations.

The Purpose

We are looking to appoint a Site Officer to become part of our dedicated site officer team to fully support school security and operation.

SALARY: £30,084.00 per annum

HOURS: Average of 40 hours per week (working 5 days out of 7 across Monday to Sunday). You will work in a team of three, with a 3 week rota covering early, middle and late shifts. You will be required to work flexibly and arrange cover in the event of staff absence or busy periods.

Main Responsibilities

Site officers report to the Senior Site Officer:

- Lock and unlock school site
- Provide site security
- Provide out of hours On-call fire and intruder provisions
- Clean and clear to required standards
- Deliver a high-quality site officer service
- Ensure safe and timely set up of events and function for both internal and external activities
- Liaise and distribute deliveries of goods and equipment
- Assist Senior Site officer in collecting monthly utility readings
- Provide reception support when required
- Monitor and communicate with onsite visitors, contractors, and hirers
- Provide health and safety inductions for new hirers
- Assist in the provision of plant operations (training will be given)
- Be an active member of the school's fire team

General

- Promote and safeguard the welfare of children and young people, by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy
- Implementing responsibilities as set out in the School's and St Helen's Enterprises Health & Safety Policies, Normal Operating Procedures, Emergency Operating Procedures and Pool Plant Operating Procedures
- Assuming other duties which may be reasonably required or delegated by the Senior Site Officer

The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Must own a car, hold a clean driving licence and be within 20 minutes' drive of St Helen's School
- 2 years' experience of site officer, porter, caretaker role(s) on a large or multi-faceted site
- Excellent organisational and customer service skills
- Good written and oral communications
- An understanding of quality assurance and experience of delivering high-quality services
- Knowledge of Health and Safety legislation and regulations

- Experience of overseeing third party contractors
- A strong sense of personal accountability
- Self-starter
- Energetic with a positive outlook
- Available to work 5 days over a 7-day week (approx. one weekend in 3)
- Remains calm under pressure

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- First Aid qualification
- Knowledge of plant equipment
- Knowledge of access control systems

APPLICATION PROCESS

Closing date: 10:00pm Sunday 22 November 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.