



Site Operative

Information for Applicants

March 2026

The Support Staff

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Bungay High School, Holbrook Academy, Kesgrave High School, Castle EAST School, EAST SCITT and six primary schools: Aldeburgh, Easton, Leiston, Saxmundham, Kyson and Wickham Market with whom we work closely with. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards. Our most recent Ofsted report graded us "Good with Outstanding" features.

We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

As a staff we strive to ensure that every area of school is the best it can be, and are committed to being restless in order to achieve this goal. We are humble, keen to learn from others and aim to keep developing. We believe that all our key stakeholders - students, parents, staff and governors - have a key role in helping us further improve. In order to achieve that we want our staff to all have one thing in common: the desire to make a difference

Colleagues work together well across the school and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your on-line application. If you would like to discuss the job role further, please do not hesitate to contact Gemma Garnham, Premises & Compliance Co-Ordinator at the school on 01394 385720 or via email: ggarnham@farlingaye.suffolk.sch.uk

Peter Smith
Headteacher

Premises

Our vision at Farlingaye is clear. We want our students to be taught by brilliant teachers, to learn to love different subjects, and to develop a sense that they are an important part of a wider community, where their actions matter and their contribution is valued. We also want to foster the passions and interests that our students hold, by offering a chance for our students to embrace a broad range of extra-curricular provision, that enables them to participate in activities that develop resilience, teamwork and a sense of pride and enjoyment. We are hugely proud of what's on offer at Farlingaye, from the range of sporting opportunity through to the music, art and drama that so many participate in.

In order for our students to achieve all that we want for them, our Premises team plays a vital role in underpinning everything that happens in or around our school. As our Site Operative you will undertake a range of duties from maintaining the general school premises, furniture and fittings, completing Health and Safety checks, identifying maintenance works that are required, carrying out portage duties such as moving furniture and equipment around the school, setting up for concerts, meetings, assemblies and clubs, helping to ensure the general upkeep of the school and undertaking decorating, undertaking essential cleaning duties and helping to maintain the security of the school premises.

All of these tasks are essential to ensure that Farlingaye can offer our students and staff a well maintained, safe environment that they can work and learn in.

The Premises Team is made up of Premises and Compliance Co-Ordinator, Premises Administrator, **three** Maintenance Operatives and **one Site Operative**. Our **Maintenance Operatives** operate on an alternating half termly shift system, the shifts worked are 37 hours per week, worked as follows:

Early: Monday to Thursday: 6.30 am to 2.30 pm. Friday: 6.30 am to 2.00 pm

Late: Monday to Thursday: 12.00 Noon to 8.00 pm. Friday: 12 Noon to 7.30 pm

There is an additional rota for non-term time working that occurs during the school holidays. The hours of work during school holidays are:

Early: Monday to Thursday: 7.00 am to 3.00 pm. Friday: 7.00 am to 2.30 pm

Late: Monday to Thursday: 9.00 am to 5.00 pm. Friday: 9.30 am to 5.00 pm

We have significant programmes of planned preventative maintenance during our school holiday periods and therefore all annual leave is to be taken during term time, with a small amount possible during school holidays, if required.

To enhance our existing team, we are looking for a positive, organised, flexible individual with good communication skills, someone who is able to work individually as well as part of a team and has a desire to continue to learn. **The hours of work will be:**

Tuesday to Thursday: 4.30pm to 08.00pm Term Time. Additional hours during the school holidays when required.

Please contact Gemma Garnham, Premises & Compliance Co-Ordinator on ggarnham@farlingaye.suffolk.sch.uk should you wish to visit the school or have any questions about the job role.

Site Operative

Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. In addition, we are committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. DBS checks required for all posts.

Grade of post:	Grade 3 SCP 4 – 10 (£6,093.55 - £6,809.00 annually actual)
Contract Basis:	Permanent
Contract terms:	10.5 hours per week, 39 weeks per year
Salary:	Hourly rate of £13.05 - £14.59
Location:	Farlingaye High School
Line Manager:	Premises & Compliance Co-Ordinator

MAIN PURPOSE OF THE POST:

The Site Operative is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds.
- Promoting health and safety around the school.
- Escorting contractors when required.
- Carrying out statutory Health and Safety tests such as flushing.
- General upkeep of the school including activities such as decorating.

Duties:

General Duties

- Maintain the general school premises, furniture and fittings, and report any issues to line manager.
- Complete Health and Safety checks such as flushing and fire alarm checks etc. .
- Identify maintenance works that are required.
- Carry out portage duties, such as moving furniture and equipment around the school.
- Set up rooms for concerts, meetings, assemblies and clubs.
- Set up dining halls ready for lunch.
- General upkeep of the school including activities such as decorating.

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste.
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages including bodily fluids

Security

- Maintain the security of the school premises as a key holder.
- Lock and unlock the premises as required, including out of school hours when necessary.
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off.
- Set security alarm systems and report any potential security breaches and respond to any alarms or other call-outs following agreed procedures.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are carried out.
- Advise the headteacher on all matters relating to school security and safety.

Responsibilities:

<p>Health & Safety</p>	<ul style="list-style-type: none"> • Promote a Health & Safety culture. • Monitor and pro-actively update Health & Safety records. • Promote best practice whilst following guidance on both Health & Safety and Quality Management systems as required. • Monitor and review Health & Safety and quality performance at site through regular checks. • Ensure any incidents/near misses etc. are promptly reported through the reporting mechanism in place. • Identify any non-conformities and assist in implementing corrective actions. • Ensure a safe working and learning environment in accordance with relevant Health and Safety legislation and policy. • Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to your line manager. • Ensure there is safe access to the school in cold weather conditions in conjunction with the contractor. • Ensure you always follow all aspects of the EAST Health and Safety Policy. • It is the responsibility of all employees to maintain a safe and healthy environment for all.
<p>Team Work</p>	<ul style="list-style-type: none"> • Facilitate effective team interaction. • Share knowledge and information. • Keep track of lessons learned and share those lessons with team. • Always demonstrate and maintain a high level of integrity and professionalism.
<p>Communication</p>	<ul style="list-style-type: none"> • Resolve and/or escalate issues in a timely fashion. • Develop and maintain strong relationships with the school community.
<p>Competence</p>	<ul style="list-style-type: none"> • To complete initial new starter induction and compulsory role training within specified period. • Complete mandatory training when requested in a timely fashion. • Identify training to develop skill sets within the remit of the role. • Meet the targets set out within the performance management meetings. • Be committed to the safeguarding and promotion of the welfare of children and young people.
<p>Contractor Management</p>	<ul style="list-style-type: none"> • Carryout Site inductions for contractors attending site for the first time. • Complete and issue the appropriate permit to work. • Check the planned work is correct and check any relevant safety information such as the Asbestos Management Plan prior to work starting. • Monitor work routinely throughout the day and check RAMs are being followed. • Check the work at completion and sign out the contractor.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Site Operative will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person Specification:

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none">• Driving Licence is desirable.
Experience	<ul style="list-style-type: none">• Undertaking cleaning work.• Working in a team.• Working with contractors.• Decorating
Skills and knowledge	<ul style="list-style-type: none">• Ability to work flexibly, independently and as part of a team.• Ability to plan, organise and prioritise.
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.• Ability to work under pressure and prioritise effectively.• Commitment to maintaining confidentiality at all times.• Commitment to safeguarding and equality.• Deals with difficult situations effectively.• Able to work flexibly and out of school hours as required.
Physical requirements	<ul style="list-style-type: none">• Be reasonably fit to carry out the duties of the job.• Able to carry out manual handling and lifting.• Able to carry out work at high levels using appropriate equipment.

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, please contact Gemma Garnham, Premises & Compliance Co-Ordinator either at the school on 01394 385720 or via email: ggarnham@farlingaye.suffolk.sch.uk to discuss your application.

APPLICATION PROCESS

If you are interested in this post, please apply using our on-line application process which can be found on the school's website www.farlingaye.suffolk.sch.uk under 'Join FHS'. Applications should be submitted as soon as possible but **by 9am on Monday 13th April 2026** at the latest.

As part of the on-line application form you will be required to submit a supporting statement. Please be aware that the information in your supporting statement along with your application form will be used to shortlist applicants for the role and therefore it is **very important** that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of the role.

If you require any further information regarding the application process, please contact our HR team either at the school on 01394 385720 or via email hr@farlingaye.suffolk.sch.uk. Should you have any specific questions about the role, please contact Gemma Garnham, Premises & Compliance Co-Ordinator either via telephone or email: ggarnham@farlingaye.suffolk.sch.uk

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Interviews will be held: Thursday 16th April 2026

Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.