



# Moseley School and Sixth Form

## Part time Facilities Officer (Initially on a 6 months fixed term)





Dear Colleague

We are currently seeking a passionate and committed **Part time Facilities Officer** to join our team initially on a 6-month fixed term contract ideally starting as soon as possible.

Welcome to Moseley School and Sixth Form and thank you for your interest in joining our vibrant, diverse, and inclusive community. We are delighted that you are considering the role of Student Support Officer on a part time job share basis and exploring the opportunity to contribute to our shared vision of *Succeeding Together*.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff. The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

We welcome visitors to the school. Please contact the recruitment team if you have any questions about the role or school and would like to arrange a visit, there email is [recruitment@moseley.sch.uk](mailto:recruitment@moseley.sch.uk)

**Your application must be received by 8am on Monday 6<sup>th</sup> July 2026**

**Interviews will be held on Thursday 9<sup>th</sup> July 2026**

**Please note: this advert will close early when sufficient applications are received**

Best wishes,

Mr Simon Edwards  
**Head of School**

Mr Richard Reeve  
**Executive Headteacher**



## Post Information

<b>Post Title:</b>	<b>Part time Facilities Officer</b>
<b>Reporting to:</b>	<b>Facilities Manager</b>
<b>Salary / Grade:</b>	<b>Grade 4, SP 23; £34,434 – SP31; £41,771</b>
<b>Actual Salary:</b>	<b>Grade 4, SP 23; £13,774 - SP 31; £16,708 before deductions</b>
<b>Disclosure Level:</b>	<b>Enhanced</b>
<b>Working Time:</b>	<b>14.6 hours, 2 days a week, working all year round</b>
<b>Start date:</b>	<b>ASAP</b>
<b>Contract</b>	<b>Fixed term 6 months (in the first instance)</b>
<b>Responsible for:</b>	<b>Caretaking and cleaning of school site</b>

We are currently seeking a passionate and committed **Part time Facilities Officer** to join our team initially on a 6-month fixed term contract ideally starting ASAP.

### **Our perfect candidate will:**

- Have relevant experience of caretaking and cleaning
- Have experience of inducting and supervising work of contractors
- Have experience of co-ordinating the work of a team.
- Be proactive, flexible and adaptable
- Be able and willing to participate in the shift pattern required of the role

### **What we can offer you:**

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

**Please note this advert may close when sufficient applications are received**



## Job Description

<b>Post Title:</b>	<b>Part time Facilities Officer</b>
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<b>Responsible for:</b>	<b>Caretaking and cleaning of school site</b>

### **Core Purpose:**

- Monitor the quality and co-ordinate the provision of cleaning and caretaking services on the school site, reporting any concerns to the Facilities Manager.
- Line management of the cleaning staff.
- Deputise for the Facilities Manager.
- Responsible for the day-to-day repairs and maintenance of the school site.
- Support the Facilities Manager with the co-ordination of in-house compliance checks.
- Help maintain the fabric of the school's buildings and site.
- Support the Facilities Manager with Health and Safety policies and procedures

### **Responsibilities:**

#### **Opening and Closing**

- Provide cover for the opening and closing of the school where necessary.
- When opening the school check for vandalism and break-ins, report any matters as a matter of urgency at the commencement of the early shift.
- When opening the school check the boiler management system and investigate any faults showing. Report any matters that cannot be remedied in the heating system as a matter of urgency. Ensure the buildings and site is secured at the end of the late shift if closing.
- Support site team in daily tasks where required
- Support with the security of the site and checks of the building outside school hours, including the operation of security alarms and on occasions to respond as point of contact for out of hours calls.

#### **Daily Duties**

- Supervise all maintenance requests and ensure they are responded to in a timely manner and with the correct resource.
- Support the Facilities Manager with:
  - ensuring the maintenance of the school site and buildings.
  - that the school complies with all relevant statutory requirements.
  - that maintenance schedules are prepared and
  - the efficient operation of all facilities within the school estate.
- Monitor the Every system and ensure that the requests are allocated in a timely way, and that the team provide updates on work completed as and when it is done



- Wear the uniform and all personal protective equipment provided by the school.
- Report any damage to school property or other relevant matters using the electronic system and where appropriate raise these directly with the Facilities Manager.
- Maintain school records when work is undertaken
- Oversee the electronic system to ensure that issues raised are being dealt with in a timely manner
- Ensure adequate supplies of cleaning materials and other consumable items are available
- Carry out general portering duties including movement of deliveries, equipment and furniture within health and safety guidelines.

## **Cleaning**

- Carry out regular checks to ensure cleaning and caretaking standards are maintained.
- Manage the cleaning team to ensure daily and periodic cleaning of designated areas of the school's buildings and site to the required standard
- Ensure that all cleaning equipment and consumables are replenished when necessary
- Ensure that the cleaning team are replacing consumables in toilets and kitchens
- Ensure the correct procedures are followed for the safe and efficient handling of waste.
- Participate in the review of cleaning standards as part of the appraisal process for the cleaning staff.
- Organise cover for cleaning areas when cleaners are absent, and when necessary, directly provide cover

## **Health and Safety**

- Support the Facilities Manager with day-to-day responsibility for health and safety matters, including maintaining and developing systems, policies, procedures and working practices, including the measures to be taken in the event of incidents and emergencies.
- Play an active role in fire evacuation duties, co-ordinating the Site Team's actions when an evacuation is underway and ensure the Headteacher is informed of the reason for the alarm activation at the earliest opportunity.
- Work with the Facilities Manager when site health and safety matters impact on operational matters and ensure a co-ordinated response.

## **Routine Duties**

- Provide regular reports and updates to the Facilities Manager.
- Regular checks to ensure fire alarms and all firefighting equipment are in working order.
- Support planned and unplanned fire evacuations and site lockdowns.
- Carry out routine and non-routine security procedures for the school's buildings and site.
- Support the Facilities Manager with health and safety regarding the buildings and site, keeping records as required.
- Ensure planned in-house compliance checks are carried out in a timely manner and recorded accurately.
- Respond in a safe manner to the effects of adverse weather conditions.
- Carry out minor repairs and maintenance to the buildings and site which are within the post holder's competency level
- Deputise for the Facilities Manager in the event of absence.
- Support of out of hours activity when works are required.

## **Other Responsibilities**

- Attend meetings as required
- Participate in training and professional development opportunities, willingness to develop additional skills and expertise.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school, students and customers.
- Be aware of and support difference and ensure equal opportunities for all.



- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships.
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.

**While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.**

**Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.**

**This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.**

**An online search will be carried out as part of due diligence on all short-listed candidates.**

**References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.**

#### **Disclaimer**

**By submitting this application form, you declare that all information provided is accurate and truthful. You further confirm that you have not used any artificial intelligence (AI) tools or software to generate, edit, or enhance any part of this application. Any application found to have utilized AI will be subject to disqualification.**



## Personal Specification

**Post Title: Part time Facilities Officer**

Attributes tested by **A**pplication, **I**nterview, **T**ask and **C**ertificates

<b>Qualifications &amp; Experience</b>	<b>Essential E/ Desirable D</b>	<b>Method of Assessment</b>
<ul style="list-style-type: none"> <li>• Relevant experience of caretaking and cleaning</li> <li>• Experience of co-ordinating the work of a team.</li> <li>• Experience of caretaking/ cleaning in a school environment.</li> <li>• Experience of building maintenance repairs (general, plumbing, electrical)</li> <li>• Experience of inducting and supervising work of contractors</li> <li>• Level 2 Certificate in Property, Caretaking and Facilities Services</li> <li>• Must be able to consistently demonstrate they are numerate and literate</li> <li>• Minimum GCSE Maths &amp; English Grades A*-C or equivalent</li> <li>• Knowledge and experience of health and safety and building maintenance</li> <li>• Computer literate including experience of using Microsoft Office, and experience of building maintenance software</li> <li>• Experience managing contractors and working with outsourced providers</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I/C</p> <p>A/I/T</p> <p>A/C</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Skills and Abilities</b>	<b>Essential E/ Desirable D</b>	<b>Method of Assessment</b>
<ul style="list-style-type: none"> <li>• Ability to complete work to the required standards and to agreed deadlines</li> <li>• Ability to complete records, electronically and hard copies, accurately</li> <li>• Ability to develop and maintain effective working relationships with a range of people</li> <li>• Ability to carry out quality inspections and provide accurate reports</li> <li>• Demonstrates a flexible approach to work to enable effective delivery of service</li> <li>• Ability to secure the school's buildings and site</li> <li>• Ability to supervise the work of a team – identifying solutions to problems and dealing with issues as they arise</li> <li>• Ability to interpret and follow policies and procedures.</li> <li>• Ability to review systems to ensure the robust evaluation of performance and actions to secure improvements.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Other Attributes</b>	<b>Essential E/ Desirable D</b>	<b>Method of Assessment</b>
<ul style="list-style-type: none"> <li>• Proactive, flexible and adaptable.</li> <li>• Punctual and conscientious</li> <li>• Prepared to challenge non-compliance.</li> <li>• Discretion, tact and confidentiality at all times.</li> <li>• Good time management and the ability to prioritise workload</li> <li>• Able and willing to participate in shift pattern</li> <li>• Able to work under pressure and to deadlines, and deliver excellent attention to detail</li> <li>• Can Do attitude</li> <li>• Able to adapt to changes in the workplace</li> <li>• Commitment to the safeguarding of children</li> <li>• Commitment to the school ethos and aims</li> <li>• Commitment to comprehensive education</li> <li>• Commitment to equal opportunities</li> <li>• Accurate and fluent spoken English</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

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