



Astrea Academy Trust

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# Role Profile

Buildings Officer

Waverley Academy

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Waverley Academy
<b>Post title</b>	Buildings Officer
<b>Responsible to</b>	Operations Manager
<b>Full time Salary</b>	£28,598- £30,518
<b>Pro-Rata Actual Salary</b>	N/A
<b>Working Pattern</b>	Full Time
<b>Working Hours</b>	Split shift: Monday to Friday 6am – 10am and 2.30pm – 6pm. <i>Specific opening and lock-up times are essential but flexibility around how the hours are worked can be discussed.</i>
<b>Pension</b>	Local Government Pension Scheme
<b>Holiday Entitlement</b>	29 Days + Bank Holidays
<b>Line Management Responsibility</b>	No

## **ROLE SUMMARY**

The Buildings Officer will be responsible for ensuring the school site is safe, secure, and well-maintained at all times. They will carry out routine inspections, perform repairs, and coordinate with contractors for larger maintenance tasks.

The role will involve managing site security, overseeing cleaning and waste disposal, and ensuring compliance with health and safety regulations. The Buildings Officer will also support the smooth running of school events and respond promptly to any site-related issues. They will play a vital role in creating a safe, welcoming environment for pupils, staff, and visitors.

### **You will play a vital role in:**

- ★ Ensuring compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment.
- ★ Collecting or buying goods as required for the efficient completion of any caretaking or maintenance job. Sourcing materials in a timely and cost-effective manner, raising Purchase Orders as required.
- ★ Ensuring adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- ★ Being responsible for effective management and administration of defined budget headings i.e. Maintenance, Grounds Maintenance, Cleaning and Utilities for the site.
- ★ Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.
- ★ Holding and being accountable for keys and responsible for the unlocking and locking of all buildings as required, checking for signs of damage and break ins.

- ★ ★ Providing assistance and support to any outside agencies using the school facilities or equipment, such as evening and weekend lettings (if required).
- ★ ★ Liaising with emergency services in the case of a break in, emergency or fire.
- ★ ★ Maintaining security lighting, liaise with security alarm, CCTV, and fire alarm companies where required.
- ★ ★ Checking operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
- ★ ★ Maintaining such Health & Safety logs and records as required.
- ★ ★ Responsible for maintaining Health & Safety compliance, including COSHH, Legionella, and asbestos management.
- ★ ★ Carrying out minor repairs in and around the school buildings, with reference to the maintenance logs and work schedules.
- ★ ★ Escalate matters regarding non-minor repairs, maintenance and purchasing of new or replacement equipment.
- ★ ★ Liaising with contractors and maintenance companies when necessary, overseeing that work is carried out to an acceptable standard.
- ★ ★ Acting as the initial point of contact for the school's contracted cleaning company and external contractors.
- ★ ★ Act as the key point of contact for contractors, coordinating and liaising on routine compliance, remedial works, and project delivery.
- ★ ★ Transporting refuse to bin/skip areas from agreed collection points.
- ★ ★ Undertaking emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- ★ ★ Ensuring caretaking equipment is clean, safe to use and correctly stored.
- ★ ★ Tools inventory is to be maintained and tool Risk Assessments adhered to.
- ★ ★ Cleaning and tidying all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from Hard/Soft ground areas related to the site.
- ★ ★ Clearing snow off main paths steps and ramps to facilitate safe access to premises. Grit as necessary.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
GCSE Maths and English Grade C/4 or above	•	
A good standard of literacy and numeracy	•	
Health and Safety certifications		•
Willingness to undertake First Aid training		•
<b>Experience</b>		
Experience of working in a school environment		•
Experience of general site work	•	
Experience of working in a Trade		•
Experience in general repairs and maintenance,	•	

including basic plumbing, with the ability to identify issues and carry out routine fixes efficiently.		
Safeguarding training and to be aware of Safeguarding procedures		•
<b>Professional Skills</b>		
Ability to prioritise tasks on a daily/weekly/monthly basis	•	
Ability to communicate well with staff and pupils	•	
Confident in carrying out tasks and problem solving	•	
Work well as part of a team, however, can also work independently to meet deadlines	•	
Able to plan, monitor, evaluate and review proactively	•	
Strong communication skills (both oral and written) with an ability to articulate proposals to all stakeholders	•	
Strong IT competency, with the ability to confidently use digital systems for data management, communication, and reporting	•	
Ability to manage estates compliance using computer-based systems, including 'Every', ensuring accurate record-keeping and regulatory adherence.	•	
<b>Personal Qualities</b>		
Resilience and commitment to the role	•	
Share school values and promote the ethos of the school	•	
Commitment to Diversity, Equity and Inclusion	•	
High level of motivation and "can do" attitude		
Flexible and organised approach to work	•	
Ability to work under pressure, remaining calm in an emergency	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	

## **GENERAL RESPONSIBILITIES**

- ★\* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★\* Commitment to continual learning and development of skills.
- ★\* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★\* Demonstrate an excellent record of attendance and punctuality.
- ★\* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy

- ★\* Work cooperatively as part of the Trust wide staff team.
- ★\* This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)