

Site Officer

Responsible to: Health & Safety Compliance Officer

Working with: Health & Safety Compliance Officer, Facilities Team, School Staff and External Contractors

Hours: Full-time, all-year-round (occasional evening/weekend work may be required to support school events or emergencies)

Purpose of the Role

The Site Officer plays a key role in ensuring that Thorpe House School is a safe, clean and well-maintained environment for pupils, staff and visitors.

This is a practical, hands-on role, responsible for carrying out day-to-day maintenance tasks, identifying issues before they become problems, and taking pride in maintaining the appearance and functionality of the school site.

The postholder will work closely with the Health & Safety Compliance Officer, who will oversee statutory compliance, contractor management and Health & Safety administration.

Key Responsibilities

Site Maintenance

- Carry out general maintenance and repair work across the school site.
- Undertake basic decorating, carpentry, plumbing and DIY repairs where appropriate.
- Maintain classrooms, offices and communal areas to a high standard.
- Carry out routine inspections of buildings and grounds, identifying defects and taking appropriate action.
- Report larger repairs requiring specialist contractors to the Health & Safety Compliance Officer.

Grounds and External Areas

- Ensure external areas are clean, tidy and presentable.
- Empty bins and manage waste and recycling areas.
- Carry out basic grounds maintenance including litter picking, leaf clearance and general upkeep.
- Assist with seasonal maintenance, including gritting pathways and clearing leaves where required.

Site Operations

- Open and secure school buildings as required.
- Carry out routine checks of lighting, heating and general building condition.
- Set up rooms for assemblies, examinations, events and meetings.

- Move furniture and equipment safely as required.
- Support deliveries and assist contractors working on site.

Proactive Site Management

- Take pride in the appearance of the school and proactively identify maintenance issues before they become larger problems.
- Use initiative to resolve minor issues promptly and safely.
- Escalate significant maintenance concerns to the Health & Safety Compliance Officer.
- Work flexibly to respond to the day-to-day operational needs of the school.

Teamwork

- Work collaboratively with the Health & Safety Compliance Officer and other colleagues to ensure the site operates efficiently.
- Provide practical support for school events, open mornings, performances and community activities as required.
- Promote a positive and helpful approach to supporting staff and pupils across the school.

Person Specification

Essential

- Experience of general maintenance, caretaking, construction or a trade-based environment.
- Practical DIY skills and confidence using hand and power tools.
- Good problem-solving skills and the ability to work independently.
- A proactive approach with the initiative to identify and resolve issues.
- Physically fit and capable of carrying out manual work safely.
- Good communication skills and a positive attitude towards customer service.
- Ability to prioritise workload and respond calmly to changing demands.

Desirable

- Experience working within a school or similar environment.
- Experience in a recognised trade such as carpentry, plumbing, painting or general building maintenance.
- Basic understanding of Health & Safety procedures.
- First Aid qualification or willingness to undertake training.

Safeguarding

Thorpe House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this role is subject to an enhanced DBS check and satisfactory references.