Kingsbrook View Primary Academy

(Aylesbury)

Job Role

Site Officer

Full time

Start date: January/ February 2027 (or sooner)– pending clearance of all pre-employment checks

Kingsbrook View Primary Academy and the Inspiring Future's Partnership Trust are committed to safeguarding children, promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online searches will be completed prior to shortlisting and an enhanced DBS and qualifications check will be carried out upon appointment of all successful candidates.







Welcome from Head of Academy

It is an absolute pleasure and privilege to introduce you to Kingsbrook View Primary Academy and thank you for applying for the role of Site Officer.

At my heart sits a passion for learning and a passion for enabling children and young people to flourish. Why? Because they deserve it! Children, our future, deserve the best chances and at Kingsbrook View we nurture and encourage each and every individual child to reach their potential and give them the knowledge, skills and tools they need to thrive in life. That's why we get to know and understand our children and have built a curriculum that is designed to inspire and meet the needs and interests of our learners.

I have high expectations both of myself and others and this goes hand in hand with being the best version of ourselves we can be. This way, we can all be highly aspirational and dream big.

Opportunity is really important to me because that's exactly what education should do: open doors so that everyone can learn and aspire to reach for something great. It doesn't matter who you are or what background you come from, if you are in the right environment, encouraged and supported by the right people, you can succeed. I am a parent and moreover I am human! I understand that we just want what is right for our children and our families. I am honest and open and have created a culture of integrity amongst everyone who is involved in Kingsbrook View.

Every member of the Kingsbrook View community is respected and the safety and well-being of all is a priority. I value community and working collaboratively and it is my desire for Kingsbrook View to represent the community it serves and for the community to be proud of us. I am not a lone worker and I have a fantastic, dedicated team who share the Academy's vision and appetite for lifelong learning. This is because learning is valuable and powerful and learning is even stronger when we all do it together. Therefore, the ethos, vision and values for Kingsbrook View culminates in our motto: *The KVPA Way...*

The Academy's team are driven to reach high standards in everything they do and this is further embedded through our successful relationships with parents, the local community and the other academies in the Inspiring Futures Partnership Trust.

I very much look forward to learning and working alongside you, after all, Kingsbrook View is a happy and exciting place to learn and work.

Mr Jon Turner

About Kingsbrook View Primary Academy

Kingsbrook View opened in September 2021, with just 3 classes (90 pupils), and was built to serve the primary education needs of the new Kingsbrook residential development. We currently have 14 classes, up to Year 6, totalling 420 pupils**.**

At Kingsbrook View Primary Academy we are committed to delivering inspirational learning opportunities that are engaging, purposeful and challenging as **everyone** has the potential to achieve and excel. We have a passion for learning and we value the power of learning in securing a successful future. Our pupils take ownership of their learning to become highly aspirational and be able to make positive contributions to life in modern Britain.

Kingsbrook View Primary Academy:

- Has a strong set of values, modelled and followed by all
- Provides an excellent primary education for all children attending
- Enables all children to be highly aspirational and reach their potential
- Has high expectations of all
- Develops resilience, independence and self-regulation
- Provides a broad, rich, engaging and challenging curriculum
- Is an active and prominent establishment within the local community
- Provides a secure and happy environment where everybody's safety and wellbeing
- matters: children, parents and staff.
- Meets the individual needs of children and their families through a proven model of outstanding teaching and learning
- Values the contribution outdoor learning makes to a stimulating curriculum as well as wellbeing
- Celebrates diversity through an inclusive culture based on equality and respect
- Is a member of the Inspiring Futures Partnership Trust, drawing on the expertise and capacity of other Trust members to deliver outstanding provision

Our values permeate all that we do and we expect all children, parents, staff, Trustees and visitors to live and breathe these values. These values underpin our curriculum as they are central to being successful individuals, who make a valued contribution as citizens in the modern world.

Aspiration: aiming high, having high expectations and striving for the best
Resilience: responding to challenge, overcoming difficulty and learning from mistakes by having a growth mindset
Respect: valuing everyone's contributions and demonstrating respect for ourselves and others
Integrity: being open and honest, showing commitment to what is right and being proud of who we are
Curiosity: being inquisitive and asking questions that enhance our learning
Empathy: showing understanding of the feelings and lives of others

Do you want to be part of something new and exciting? Can you help create and maintain a safe, secure and inspiring environment for pupils and staff? If so, we would love to hear from you.

Kingsbrook View Primary Academy is a partner academy within the Inspiring Futures Partnership Trust (IFPT). As Site Officer you will be part of the wider IFPT estates and premises team, working collaboratively across the Trust and have access to a wide range of development opportunities.

About the Role
As Site Officer, you will be responsible for the day-to-day management, maintenance and security of the academy site and buildings. You will ensure that the academy is a safe, clean and well-maintained environment for pupils, staff and visitors.

Key responsibilities include:
• Opening and closing the academy site, ensuring security at all times
• Carrying out routine testing such as fire alarms, sprinkler tests, legionella testing, manage site maintenance, repairs and general upkeep of the building and grounds
• Monitoring and maintaining high standards of cleanliness and presentation across the site
• Undertaking regular health and safety checks, including compliance tasks and record keeping
• Liaising with contractors and supporting site projects and improvements
• Managing deliveries and ensuring safe storage of equipment and materials
• Supporting the smooth day-to-day operation of the academy, including responding to urgent site issues
• Assisting with lettings, events and out-of-hours activities where required
• Monitoring building performance including but not limited to energy and BMS systems

Does this sound like you?
• You take pride in maintaining a safe, secure and welcoming environment
• You are practical, hands-on and confident in carrying out a range of maintenance tasks
• You have a good understanding of health and safety requirements and compliance
• You are proactive, reliable and able to work independently using your initiative
• You are organised and able to prioritise a varied workload effectively
• You are approachable and enjoy being part of a school community
• You remain calm under pressure and respond effectively to unexpected situations
• You demonstrate integrity, professionalism and a strong work ethic
• You embrace new challenges and enjoy being part of building something new
• You will model our 'KVPA Way', at all times

In return, we offer you:
• A brand new, purpose-built academy building
• The opportunity to help shape an environment, systems and future direction
• A welcoming, inclusive and growing community
• Opportunities for training and development within a supportive Trust
• A strong commitment to staff wellbeing and work-life balance
• The chance to be part of a school driven by moral purpose, ambition and excellence

Job Description

Job title:	Site Officer
Salary:	Range 2– 3 £26,522 to £29,114 (FTE) Depending on experience
Hours:	37 hours per week, flexible for the right candidate. Due to the nature of this role, certain tasks may be required out of hours or at weekends, flexibility required.
Weeks:	52 weeks per annum
Contract type:	Permanent
Closing date:	11th December 2026
Interviews	Interviews may be offered prior to closing date, upon receipt of exceptionally strong candidates.
Provisional start date:	January/ February 2027 (or sooner) – pending clearance of all pre-employment checks
Early applications are encouraged; we reserve the right to interview strong applicants before the closing date of this advert.	

Main Duties

The duties and responsibilities listed below are indicative of the tasks of the role; they are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise. The job description will be reviewed from time to time to reflect the changes, needs and circumstances of the Trust. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Health and Safety:

• Act as the Health and Safety Co-Ordinator for all H&S (including COSHH) and undertake all relevant training.
• Perform duties in line with Health and Safety and COSHH regulations, taking action when required and reporting serious hazards immediately to the Head of Academy.
• Ensure compliance with the Trust's and Academy H&S policies to ensure the safety of pupils, staff and other site users and undertake risk assessments where appropriate.
• Comply with the requirements of Health and Safety at Work regulations and legislation.
• Take reasonable care for the Health and Safety of yourself and others, including adhering to 'lone working' guidelines.
• Ensure that Health and Safety responsibilities are carried out, and in appropriate timescales according to statutory checklists.
• Ensure external contractors comply with our Health and Safety and Safeguarding requirements.

Security:

• Be responsible for unlocking and locking of the Academy premises daily (either personally or management of external key holding provider); ensuring relevant site checks are conducted such as all windows and doors are secured, lights are off, blinds are lowered, internal doors are shut, and the alarm is set.
• Be a keyholder for the premises, including responding to security alarm or other call outs, in accordance with agreed procedures.
• To apply the agreed security and safeguarding procedures in relation to contractors at the Academy.
• Knowledge and ownership of Academy security systems.
• To review all fences, gates, doors and windows as part of the opening and closing routine to

ensure they are safe and secure, taking appropriate action where needed.
• To conduct a weekly site walk, to include review of all perimeter fencing and grounds to ensure safety and security, raising issues with line management.

Compliance:
• Premises compliance by ensuring buildings always comply with appropriate statutory and regulatory standards.
• Maintain detailed records of all statutory checks on the Trust compliance portal
• Undertake and record regular checks as per the agreed schedule and operations manual, including but not limited to; play equipment, legionella risk, alarm systems (including fire, lockdown and security), ladders and fire extinguishers and report any problems arising.
• Participate in and support internal scrutiny and audit, where required.

Repairs and maintenance:
• To carry out repairs and maintenance of the buildings, fixtures, fittings and furniture, including decoration and lighting.
• Identify and report building, furniture or fitting deficiencies to the Head of Academy and to under- take remedial action, including liaising with contractors when required.
• To attend to minor faults with electrical and plumbing facilities/equipment within qualified parameters and with regard to H&S requirements.
• Manage the site planned maintenance programme, ensuring all required maintenance is completed within required timeframes, including liaising with and booking contractors.
• To liaise with all contractors who are appointed to carry out repairs and maintenance, monitoring work carried out and raising with line management where deficiencies in service are noted or further work required.
• To carry out emergency/occasional cleaning and clearing requirements within the buildings and across the site in the event of leaks, floods, poor weather, soilage, personal illness, breakage and spills.
• Monitor, order and take delivery of stores, goods and equipment including cleaning materials, and arrange their safe storage and distribution as appropriate.
• To replenish all hygiene areas on a regular basis.
• Make appropriate arrangements for collection of all waste.

Operation of Plant Rooms and Equipment:
• To ensure all plant rooms and equipment is maintained in a safe condition through visual and, where practical, safe, physical examination.
• To operate plant rooms and equipment, training will be given, within agreed procedures, limits and safe parameters.
• Monitor utility usage and accurate, regular recording of meters including gas, electricity and water.
• Monitor the academy's temperature and heating system, adjust accordingly and consider best energy efficiencies.
• To assist with energy conservation through ensuring heating, ventilation, lighting and water operations are not wasteful, providing data and information as requested.
Assist with energy and building performance reporting, as required by IFPT

Site and Grounds Maintenance:
• To ensure the premises are always safe and highly presented including door entrances, car parks, paths and gullies.
• Ensure the whole premises is always safe for pedestrians, including keeping all walkways clear. Gritting and snow/ice clearance in response to weather conditions as appropriate.
• To book, manage and oversee the grounds maintenance contractor ensuring contractual obligations are always met and best value for money achieved.
• Be responsible for day-to-day cleaning and act as main Academy contact for the cleaning contractor, ensuring high levels of cleaning at all times.

• To maintain all trees on the site where the work can be carried out safely at ground level.

Knowledge and Skills:

- Must be IT literate
- Willingness to undertake training, possibly offsite and attend meetings required to satisfactorily carry out the above requirements.
- Keep abreast of new and updated legislation and training requirements.

Supervision and Management:

- The post holder may be required to work without direct supervision i.e., out of academy hours or during academy holidays, and must follow lone working guidelines.
- The post holder will be responsible for supervising and monitoring the work of cleaners and contractors.

Key contacts and relationships:

- Build positive relationships with all stakeholders, responding to reasonable requests for assistance.
- Be prepared to be flexible on occasions, to stay beyond designated finishing time in return for overtime payment or time in lieu, such as Open Evenings, Concerts, Parents' Evening and so on. These will always be agreed in advance.
- Be a role model for all pupils and visitors to the Academy.
- Contribute to the ethos of IFPT and the motto and values of our Academy.

Person Specification

Method of Assessment (MOA)

AF-Application Form	**AC-**Academic Certificate	**I-**Interview Panel	**T-**Task	**O-**Observation

	Essential	Desirable	MOA
Qualifications	• Education to GCSE standard, or equivalent (i.e. minimum grade C in English and Maths) • Full Driving Licence required	• Recognised Health & Safety qualification	AF/AC/I
Knowledge and understanding	• Good general maintenance and DIY skills. • Strong understanding of health and safety legislation and site compliance requirements. • Professional, reliable, and respectful attitude towards pupils and staff. • Willingness to be part of the school community and engage positively with children. • Excellent organisation and communication skills. • Flexibility to work varied hours including some evenings and weekends.	• Experience in building/site management, preferably in a school or public-facing environment. • An understanding of child protection and safeguarding • Formal project/budget management experience using a structured approach. • Experience in a similar role within a school. • Experience line managing (or supervising) others.	AF/I/T
Skills and abilities	• Proficient in IT and confident with digital systems, with a good working knowledge of Microsoft Office applications including Excel, Word and Outlook • Able to find and propose solutions to maintenance related problems. • Ability to work both as part of a team and unsupervised, taking responsibility for the completion of tasks • Excellent communication skills • Ability to carry out general DIY tasks	• Experience of working/volunteering within an educational setting • Skills in working with children with SEN or additional needs • Ability to communicate effectively with children, staff and parents • Ability to establish positive and professional working relationships with pupils, staff and parents • Awareness of Control of Substances Hazardous to Health (COSHH) regulations • An awareness of the importance of legionella and asbestos awareness and standard precautions	AF/I/T
Personal qualities	• An enthusiastic and optimistic outlook • Experience of working successfully as part of a team • Ability to work independently and take initiative. • Flexibility and co-operation • To hold a growth mindset and believe that all children can achieve • Reflective and open to feedback • Creative in problem solving with a willingness to try new ideas • Reliability and integrity	• Own life experiences in order to enhance the cultural capital of our children	AF/I

Application Process

How to apply:

Applications are to be made via the Trust's online recruitment portal My New Term and include a personal statement that should outline your suitability for the post by referring to the job description and person specification.

In compliance with KCSiE Safer Recruitment Guidelines, CV's cannot be accepted and you will need to complete an online My New Term application form to be considered for this position.

Shortlisting:

Candidates will be notified if they have been successful for interview. Early applications are encouraged, we reserve the right to interview strong applicants before the closing date of this advert.

Interview Process:

As part of the interview process, you will be required to complete a role-related task, observation followed by a panel interview.

Identifications:

As part of our safeguarding and safer recruitment procedures, candidates invited to interview will be required to provide three original identification documents to enable us to complete the necessary Enhanced DBS identity and Right to Work checks, including providing documents from the relevant Group 1, Group 2a and/or Group 2b categories.

One document from Group 1 from this list:

UK Passport	
UK Birth Certificate	Issued within 12 months of birth Must be accompanied with P60 or P45
Adoption Certificate or name change certificate.	Originals only
Non-UK Passport/BRP Card/E-Visa	Must be accompanied with a Share Code

Two further documents from the DBS Group 2a or Group 2b:

Current Driving Licence	Full or Provisional
Council Tax	Issued within 12 months
Utility bill (excluding mobile phone bills)	Issued within the last 3 months, only provide one utility bill
Bank or Credit Card statement	Issued within 3 months. Posted paper statement preferred, if unavailable, a bank-printed statement endorsed with the bank's stamp is required.
Mortgage statement	Issued within 12 months

P45 or P60	**Must be original and cannot be an online document or PDF printed from an online account**
Benefit Statement	Issued within 12 months
Pension Financial Statement	Issued within 12 months
HMRC self-assessment letters or tax letter	Issued within 12 months
Evidence of name change	Marriage or adoption certificate, or other certification

DBS Enhanced Certificate:

As part of our safer recruitment and safeguarding procedures, candidates are asked to bring their original, most recently issued Enhanced DBS certificate to interview so that we can verify the details as part of our pre-employment checks.

Please note that photocopies, scanned documents and digital photographs will **not** be accepted. The original paper certificate must be presented.

Name Change Verification:

Applicants who have previously held another name will be required to provide evidence of any name changes at interview, such as a marriage certificate, deed poll certificate or other relevant legal documentation.

It is vital we receive the correct identification as listed as incomplete or unsuitable documentation may delay the completion of your pre-employment checks, should you be successful appointed. Any offer of employment will be subject to satisfactory completion of all required pre-employment and safeguarding checks, including the appropriate DBS and Right to Work checks.

Academic Qualifications:

Please provide original academic certificates as cited on your application form, we cannot accept transcripts nor photocopies of qualification

Visits:

Visits to the Academy are warmly welcomed but need to be arranged in advance. Please email: office@kvpa.school or call: 01296 255000 to arrange a visit.

Further Information:

For more information about our Academy please visit our website www.kvpa.org.uk or to discuss the role further please contact the Academy via email: office@kvpa.school or telephone: 01296 255000.

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