



## **Site Services Officer**

**(Three bedroomed on-site accommodation  
available at reduced rent)**

**36.5 hours per week, all year round**

**Split shift**

**£21,269 - £23,953**

Email: [recruitment@kingsbury.thrive.ac](mailto:recruitment@kingsbury.thrive.ac)

Website: [www.kingsbury.thrive.ac](http://www.kingsbury.thrive.ac)

We are seeking a hardworking individual, with relevant experience as a site supervisor or with a maintenance background, to join us asap.

Duties will include:-

- opening and closing of the school
- You will ensure the building and grounds are secure when not in use
- portering
- key holder responsibilities
- driving the school minibus (training will be given)
- carrying out maintenance and minor repairs within the school, including painting and decorating.
- ensuring the inside and outside environment are well maintained and meet the highest standards for Health and Safety requirements
- Ensuring all Health and safety aspects of the premises are compliant, i.e. Legionnaires, Fire Risk assessments etc
- ensuring the premises are cleaned to the school's high standards.
- Excellent communication skills with pupils, families, staff and contractors

The successful candidate will

The Ideal candidate will:

- Have previous experience working within a school environment
- Have a valid DBS
- Be a friendly and approachable character
- Have high expectations
- Use their initiative
- Have a sense of pride in their work.
- Respect confidentiality
- Have excellent time-management
- Be able to work on your own initiative and under pressure, with a willingness to contribute to the continued improvement of our school.
- Have experience of maintenance, plumbing and DIY

*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*

*Kingsbury Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.*

**Date Reviewed: October 2022**