**Site services Officer – Baginton Fields School**

Start date: September/October 2023

Salary: Grade 4, 37 hours split shift

Working pattern:

Monday –Friday 6.00am – 10.00am, 3.00pm – 6.30pm.

On site accomodation for a small monthly rental.

Baginton Fields School provides for students with a broad range of special educational needs. The governors are seeking to appoint a Site Service Officer due to the imminent retirement of the current post holder.

The Site Service Officer is a key member of the team who provides an important role in maintaining our school’s site, ensuring a clean, welcoming and safe environment for the whole community.

The successful applicant must be friendly with good communication skills and be able to liaise effectively with all stakeholders associated with the school. They should be reliable, hardworking, able to problem solve as required, prioritise tasks, work under own initiative and take pride in their work. Applicants should ideally have a repairs and maintenance background and the successful candidates will manage a wide remit of tasks including:

* Security & opening & closing of the school
* Cleaning & maintenance of the swimming pool
* Health and Safety checks and record keeping
* Assist in managing contractors and premises projects
* Some site repairs and maintenance including painting and decorating
* General grounds maintenance
* Cleaning Duties and the line Management of the cleaning contract.

In return we can offer:  
A supportive management team, training and development and the opportunity to work in a friendly environment. The successful applicant will report to the Business Manager and Headteacher.

Apply by the closing date of 12 noon on Monday 28th of August 2023. If applicants require further information, please contact the school or see the school website: [www.bagintonfields.coventry.sch.uk](http://www.bagintonfields.coventry.sch.uk)

Prospective candidates are encouraged to visit the school prior to application or interview or contact the Headteacher for an informal discussion.

**Baginton Fields School is committed to safeguarding and promoting the welfare of its students. All staff are expected to share and demonstrate this commitment. The successful candidate will be subject to Enhanced DBS check, pre-employment checks and provide unequivocal references.**