



Woodfield School

Together we will achieve

Site Service Officer (Grade 4)

Woodfield SEMH School

Needed ASAP



Effort + Respect x Ambition = Success



Why work at Woodfield School?

On behalf of our entire school community I extend a warm welcome to Woodfield School and hope you take the opportunity to explore our website. Please take time to learn about our wonderful students and staff and gain a full understanding of how we work together to support student development and progress at every stage of their education journey.

Woodfield is a Social Emotional and Mental Health (SEMH) school with the aspiration to be the very best in the country! Woodfield is at a very exciting point in its improvement journey with the impending co location of all our provisions on one site at the former Woodlands school for boys on Broad Lane. This exciting project will allow us to create bespoke specialised environments to support meeting the needs of our students alongside designing and implementing a truly aspirational curriculum for our young people. Our aim is be functioning on one site during the academic year 2026/27.

Our Woodfield vision is for all students to make exceptional progress. That progress encompasses both rigorous academic progresses, gaining qualifications to unlock further education and employability routes and the knowledge and skills to understand and manage the social, emotional and mental health barriers faced by every individual.

We are very proud of our staff, students and wider school community. Our staff are highly skilled, and dedicated and provide a personalised approach to all students, who are supported by a team around each child approach. We foster a culture of warmth, care and empathy which is underpinned by our three school principles. Effort, Respect and Ambition (ERA) these are the non-negotiable trademark behaviours that are the expected norm in the classrooms of Woodfield for every single member of the Woodfield community.

We work in partnership with all parents, carers and external agencies and welcome regular two-way communication and feedback.

We are a rapidly improving SEMH specialist setting on an exciting journey. Our goal is to be the very best provision in the country and we will continue to strive for 'excellence in SEMH education' for all our stakeholders.

Nico De Groot - Interim Principal



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JOB DESCRIPTION – Site Service Officer

Reporting to: Site Manager at Woodfield School

Hours: 37 hours per week (shift pattern to be discussed)

Grade: 4 (£26,847 - £ 30,515)

Job Purpose: Under the day to day supervision and direction of the Site Manager carrying out duties at Woodfield School, including janitorial, maintenance and monitoring duties and to ensure that the site is safe, well-maintained, attractive and a suitable environment for the educational and community activities taking place at the School. Prior to the move to our new site this post will initially be based at either our Stoneleigh Road or Hawthorn Lane Site however from time-to-time support may be required at other Woodfield School sites. We will be relocating to a new site on Broad Lane in November 2026

Duties and Responsibilities:

Maintenance Duties

- Undertake minor repair and maintenance work, including:
- Carpentry - refitting pin boards and coat hooks, replacing door and window furniture, easing doors, etc.
- Plumbing - repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps and potato sumps are kept clear and disinfected.
- Electrical - fitting of plug tops, replacing plug fuses, light tubes, lamps and starters.
- General - minor plaster repairs, minor repairs to floor coverings, removal of graffiti, replacing fixtures and fittings e.g. toilet tissue holders, paper towel holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, drives and playgrounds, minor glazing repairs.
- Decorating - to carry out repairs prior to decorating; under the supervision of the Site Manager, redecorate areas as required.
- Undertake limited grounds maintenance duties such as setting up portable sports facilities for play, taking equipment from and returning it to school stores on a day to day basis. General clearance of litter/glass etc. from all shrub borders, hedgerows, grass areas, gullies adjacent walls, paths, drives, play areas and school field.

Janitorial Duties

- Responsible for reporting all repairs and maintenance needs outside of this job description, to the appropriate colleagues, to ensure that contractors on site do not cause a health and safety hazard or damage to school property in any way and report any matters of concern or non-compliance with contract specification to the Site Manager or the Business Manager.
- To be responsible for signing job completion/customer satisfaction notes as required.
- Removal of any dangerous materials or objects as necessary to ensure the safety of users, reporting where action is needed.
- Take delivery of site stores, materials and equipment, ensuring correct distribution and storage within the school, and the movement of furniture and equipment within the school as required.
- Carry out routine checks to identify faulty ancillary equipment including water boilers, cookers, electric irons etc, and reporting where further action is necessary.

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Cleaning

- Cleaning of school signs, name boards and directional signs.
- Cleaning of all internal windows, doors panels and screens, and cleaning of all ground floor windows externally as may be required from time to time.
- School Hall floor.
- Sanitizing of all removable carpets/rugs.

Monitoring

- To carry out and document all Fire Service and Health & Safety inspections, tests in line with the schools and other relevant policies.
- Ensure all taps and toilets are ran and flushed in accordance with Water Hygiene regulations.
- To carry out and document all Play equipment checks in line with the schools and other relevant policies.

Miscellaneous

- Be responsible for the security of the buildings and site including routine and non-routine opening and closing of the premises, setting of the alarms and call-out.
- Carry out agreed procedures in the event of emergencies, and provide assistance in dealing with general enquiries relating to the use of the site.
- To undertake work during school holidays as defined by the Site Manager, Head Teacher or Business Manager and with pre-agreement, provide cover for SSOs at other sites.
- To keep paths, steps, walkways, etc. free of snow and ice, using salt and grit as necessary.
- To undertake all necessary training required.
- To assist in any other duties appropriate to the grade and range of the post that may be required by the Site Manager, Head Teacher or Business Manager.
- To be responsible and accountable for carrying out the duties of the post with due regard to and where applicable in line with the equal opportunities policy, health and safety law and the protection of children regulations.
- Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

Woodfield School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and

volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Woodfield School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Debbie Campbell (January 2025)

Person Specification

Educational	● Evidence of commitment to continuing professional development. ● Literate and Numerate ● Current First Aid certificate or willing to work towards
Knowledge	● Understanding of the significance of school ethos. ● Have previous experience from within either a lettings, security or cleaning type environment ● Have previous experience where customer service has been used – i.e. dealing with members of the public ● Have an awareness of Health & Safety issues
Skills and Abilities	● Good organisational skills. ● Be able to work in an organised and methodical manner ● Have excellent communication skills ● Be physically able to undertake the manual aspects of this role i.e moving equipment or furniture ● Ability to work as a key member of the team ● Ability to communicate verbally/in writing/on the phone. ● Able to develop good working relationships with staff and clients. ● Ability to work under pressure at all times ● Competent in plumbing and or carpentry ● Ability to drive minibuss and undertake necessary course
Personal characteristics	● The willingness to go the extra mile for customers and accept no excuses for underachievement. ● Willingness to work additional hours when needed ● Energetic and enthusiastic. ● Reflective and evaluative. ● A sense of humour. ● Willingness to be flexible ● Willingness to undertake training if required ● Trustworthy and reliable



Site Service Officer

Required ASAP

An opportunity to join the Woodfield team has arisen for dedicated and motivated individuals with a passion for supporting young people with special educational needs. Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.woodfieldschool.net

Debbie Campbell – School Business Manager – dcampbell@woodfieldschool.net

Please return completed application forms to the HR recruitment team-

dcampbell@woodfieldschool.net [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: ongoing

Interview date: Interview upon application

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.