

HEXTHORPE PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

BUILDINGS OFFICER

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

We are delighted that you are interested in applying for this role at Hexthorpe Primary Academy. Hexthorpe Primary is a highly popular academy, with a warm, caring, friendly ethos, serving a diverse community. We truly believe that our role in school is to inspire the pupils and one another beyond measure.

We currently have over 400 pupils on roll, with capacity for 682 as the school continues to grow. The building has 22 classrooms, superb facilities and an exciting curriculum, which our pupils thoroughly enjoy. Parents actively support their children and engage in many aspects of school life. We would love for you to visit our school so you can see for yourself what a great place Hexthorpe Primary Academy truly is.

We are keen to hear from you if you:

- Care about children and enhancing their academic and social experiences
- Are highly motivated and enthusiastic
- Are creative and innovative and effective communicator
- Are committed to your own professional learning
- Can demonstrate high standards in yourself and your work and expect high standards from others
- Are able to demonstrate enthusiasm and flexibility with the capacity to contribute to the wider aspects of the school life
- Are committed to your own professional learning and are reflective in your practice
- Are aspirational for yourself and the academy.

We can offer you:

- Enthusiastic and caring children who are keen to learn and parents who show a keen interest in the education and welfare of their children
- Commitment to your continuing professional learning and career development
- Well-resourced working environment
- Hardworking team who are committed to promoting high achievement across the curriculum and school
- Good humoured, industrious, highly skilled and enthusiastic staff team
- Supportive and effective leadership Looking forward to hearing from you!

Jeni Harrison

Principal at Hexthorpe Primary Academy



Job Description

JOB TITLE:
Buildings Officer

REPORTING TO:
Operations Manager

SALARY RANGE:
£26,421 - £28,282 per annum
SCP 12 - 16

CONTRACT TYPE:
Permanent

WORKING PATTERN:
Full time
37 hours, working pattern to be agreed with successful
candidate, to potentially include split shifts



Role Description

Main Duties and Responsibilities

- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment
- Monitor all energy and water services usage
- Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning
- Responsible for the unlocking and locking of all buildings as required, checking for signs of damage and break ins. To hold and be accountable for keys
- Provide assistance and support to any outside agencies using the school facilities or equipment, such as evening and weekend lettings (if required)
- Liaise with emergency services in the case of a break in, emergency or fire
- Make rooms / premises temporarily secure in the event of any damage or break ins
- Maintain security lighting, liaise with security alarm, CCTV, and fire alarm companies where required
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis
- Maintain such Health & Safety logs and records as required
- Carry out minor repairs in and around the school buildings, with reference to the maintenance logs and work schedules
- Escalate matters regarding non-minor repairs, maintenance and purchasing of new or replacement equipment
- Liaise with contractors and maintenance companies when necessary, overseeing that work is carried out to an acceptable standard
- Act as the initial point of contact for the school's contracted cleaning company
- Transport refuse to bin / skip areas from agreed collection points
- Undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas
- Ensure caretaking equipment is clean, safe to use and correctly stored
- Basic maintenance of caretaking equipment in accordance with manufacturers instruction.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, including a daily check for litter and graffiti.
- Remove all litter and leaves from Hard/Soft ground areas related to the site
- Clear snow off main paths steps and ramps to facilitate safe access to premises, and grit as necessary
- Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials
- Liaise with school staff regarding the use of premises and provide assistance with the facilitation of events
- All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values

Person Specification

Experience

- Experience of working in a school environment would be desirable but not essential
- Experience of general site work would be transferrable for this role
- A trade would be an advantage, but not essential.

Qualifications

Desirable

- Willing to work towards Level 4 Facilities Manager Apprenticeship
- NEBOSH health and safety qualification or equivalent
- Professional qualification in building, estates, facilities or related area
- Grade C/4 or above in English and Mathematics GCSE or equivalent

Skills and Capabilities

Essential

- General knowledge of Health & Safety Regulations
- Good communication and interpersonal skills Experience of managing buildings, grounds and related facilities
- Experience using IT packages including Word, Excel, Outlook, PowerPoint and Microsoft 365
- Experience of managing contractors
- Evidence of effective prioritisation of workload Strong organisational and administrative skills
- Ability to evaluate jobs and collate quotes
- Able to plan, monitor, evaluate and review proactively
- High level of motivation and “can do” attitude
- Ability to work under pressure, remaining calm in an emergency
- Problem solving and decision making skills

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack.



About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs.

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level.

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.