



TLET Central  
Site Service Officer



Job Description and Person Specification

# Welcome from the CEO

**Thank you for expressing an interest in working for TLET. This recruitment pack sets out to give you an idea of what it is like to be part of the TLET family – as a leader, teacher, support staff, or a member of our central team – each of our employees has a vital role to play across our organisation.**

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role.

Ultimately it matters to us that everyone who works for TLET feels a sense of belonging and fulfilment in their role.

We hope that you will be inspired to apply for one of our current positions and look forward to meeting you soon.



Helen Stevenson  
**Chief Executive Officer**

# About the Role

Thank you for your interest in the position of Site Service Officer at TLET.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

TLET is recruiting a Site Service Officer to support Ashlawn School. This role is to act as an integral part of the schools site service team. Carrying out minor maintenance duties, liaising with contractors and contributing to the smooth operation of the site teams function within Transforming Lives Educational Trust and their school sites ensuring the school is fit for purpose, safe and compliant for those that access it.

The successful candidate will be able to communicate clearly and effectively with staff, pupils, parents and visitors.

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate individual with knowledge and experience of site maintenance, please apply now to be considered for an interview.

## **About the site team at TLET**

The site team at TLET is made up of four teams operating out of our four academies, all working together with the aim to establish a safe, clean and comfortable environment, enabling it to allow it's users to flourish.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for TLET?**

- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community

### **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	TLET Central Services Team (currently based at Ashlawn School)
<b>Job Title:</b>	Site Service Officer
<b>Contract</b>	Full Time Monday – Friday 1:30pm – 9:30pm 52 weeks Support Staff terms and conditions
<b>Salary:</b>	NJC07 £26,403.00 FTE – NJC11 £28,142.00 FTE
<b>Responsible to:</b>	Senior Site Service Officer
<b>Key relationships/Liaison with:</b>	Facilities Officer Director of Operations
<b>Job purpose:</b>	In this role you will provide a service to Ashlawn School which will involve carrying out maintenance duties, cleaning, meeting lettings groups, liaising with contractors and contributing to the smooth operation of the site teams function within Transforming Lives Educational Trust, ensuring our schools is fit for purpose, safe and compliant for those that access it.
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<b>Security:</b> <ul style="list-style-type: none"><li>• To be one of the main key holders for the school site</li><li>• Open and close the school site, including unsetting/setting alarms</li><li>• Carry out daily walk rounds to ensure the site is safe and secure before opening hours</li></ul>	

- Make changes to and monitor access control systems throughout site

#### **Lettings:**

- To be the first point of contact for lettings on site
- To ensure spaces are ready for use by members of the public, staff and pupils
- To set up and put away equipment as required
- To clean and clear away in spaces used by lettings groups

#### **Maintenance and site management:**

Minor building repairs and maintenance work, including;

- Carpentry - fitting white board and notice boards, replacing door and window furniture. Repair damaged areas around the school site
- Plumbing – Repair of leaking taps and pipes, fitting of toilet fixtures, clearing of blocked drains, channels and toilets
- General – Minor plaster repairs, minor flooring repairs, painting and decorating, graffiti removal, replacement of fixtures and fittings such as locks, assembly/repair of furniture and shelf fitting, fence and path repairs, temporary glazing repairs
- Minor grounds maintenance – trimming hedges and trees, removing site debris, collecting broken glass and clearing leaves and litter from gullies
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting)
- Report any site emergencies, equipment faults or maintenance issues to the Senior Site Service

Officer/Facilities Officer

- Flexible to allow for the covering of shifts in time of staff absence or school events

#### **Health and Safety:**

- Assist with emergency procedures, such as fire evacuation, lock down and first aid emergencies
- Ensure contractors are properly inducted to site
- Ensure working areas are kept tidy and safe
- Carry out weekly testing procedures in line with compliance

#### **Cleaning:**

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required
- To clean areas as directed by the Senior Site Service Officer

- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required
- Tidying of rooms and emptying of bins following after school activities and lettings
- Emptying of external bins, collection of recycling, removal of graffiti
- Remove spillages and resultant stains from floors and other surfaces

**General duties:**

- Any other site support duties that are in line with the job purpose and grade

To carry out the above functions across all sites within Transforming Lives Educational Trust as and when required.

**The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.**

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Site Service Officer  
**Responsible to:** Senior Site Service Officer

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"><li>• Maths &amp; English GCSE (or equivalent) grade 4 or above</li></ul>	<ul style="list-style-type: none"><li>• Health and safety training</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Keeping work records</li><li>• A role with emphasis on interacting with members of the public</li></ul>	<ul style="list-style-type: none"><li>• A background in industry e.g. carpentry, plumbing or a similar maintenance role DIY/Repairs and maintenance/Cleaning</li></ul>
<b>Knowledge/Skills (Ability to)</b>	<ul style="list-style-type: none"><li>• Communicate effectively</li><li>• Good attention to detail</li><li>• Use of initiative</li><li>• Ability to work independently and as part of a team</li><li>• To work at the instructions of others</li></ul>	<ul style="list-style-type: none"><li>• Ability to carry out minor repairs or maintenance works</li><li>• An understating of Health &amp; Safety Regulations, including COSHH</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Trustworthy</li><li>• Flexible</li><li>• Reliable</li><li>• Confident</li><li>• Willingness to participate in further training and development opportunities</li></ul>	



# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

<b>Position advertised:</b>	26th September 2025
<b>Closing date:</b>	24th October 2025
<b>Final panel process:</b>	3 <sup>rd</sup> November 2025