



# **SITES OFFICER RECRUITMENT PACK**

**OCTOBER 2026**



Dear Applicant,

Thank you for your interest in this vacancy and for requesting an information pack. We hope you find the information useful. Please refer to our school website which gives further detail about our school. Please read the requirements for the application process as carefully as possible and ensure that, if you decide to submit an application, you do not omit any elements. It is essential that you use the section on page 4 of the application form to clearly demonstrate how any experience is relevant to the role and how you meet the person specification. If you would like to visit our school to get a better feel for how we operate please contact the school office to make an appointment.

We look forward to meeting you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Simon Liley'.

Simon Liley  
**Headteacher**



## PREMISES OFFICER – FIXED TERM CONTRACT

**Grade 4, £26,427 per annum.**

**Actual salary £14,284 plus additional contractual supplement for weekend cover (£1,838)**

**20 hours per week, Monday – Friday. 4 hours per day – 12.30pm-4.30pm**

**Duty weekend (1 weekend in 8) and on call (alarm monitoring system)**

**Required: as soon as possible until July 2027**

**Closing date:** 3rd November 2026

**Interview date:** 6th November 2026

***‘Staff are enthusiastic about working at the school. They are also very positive about leaders’ attention to their well-being. Leaders are considerate of staff workload.’ – Ofsted report***

### **We can offer you:**

- A supportive and strong team, which recognises the importance of staff wellbeing
- Ongoing support with continuing professional development to enhance staff expertise
- A CPD programme that supports all staff
- A school with good transport links.

### **The Premises Officer will:**

- Be a self-motivated and enthusiastic team player with strong maintenance abilities
- Preferably have had experience of working in a school, or similar environment, although this is not essential. Good DIY skills are essential
- Have good communication skills
- Have basic computer skills to include confident use of email
- Possess the necessary skills and enthusiasm to carry out the work in hand, to a good standard of safety, quantity and quality
- Have knowledge of Health & Safety legislation including Health & Safety at Work etc Act 1974, COSHH, Manual Handling and the Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings issued by the Department for Education
- Be a physically fit person that will be able to undertake the duties of the post
- Work as an effective and supportive team player, who is willing to work flexibly to meet the changing needs of our school

This is not intended to be an exhaustive list, but a guide to the main responsibilities of this post.

**Please see our website for an application form and further details.**

THE ANGMERING SCHOOL, STATION ROAD, West Sussex, BN16 4HH Tel. 01903 772351 Fax 01903 850752

e-mail [recruitment@theangmeringschool.co.uk](mailto:recruitment@theangmeringschool.co.uk) website [www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. . The post is subject to a Criminal Records Check. **Only completion of all appropriate forms will be considered for short listing. In light of potentially high volume of applicants, you will only be contacted if successfully invited to interview.**



[www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

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**Ambition  
Respect  
Courage**

Telephone ~ 01903 772351



## JOB DESCRIPTION

Job Title: Sites Officer

Accountable to: Premises Manager

Hours: 20 hours per week. Fixed term until July 2027

Salary: Grade 4 £26,427 per annum. Actual salary £14,284 plus additional Duty weekend work

### Job Purpose:

- To ensure the school premises, buildings and grounds are safe, secure, clean and well maintained
- To ensure the school site remains a suitable environment for teaching, learning and the wider school community
- Responsibility for the security of the school site

### About The Angmering School:

The Angmering School is a secondary school with 1,449 students of which 171 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

### Main Duties to include:

Assisting the sites team in the maintenance and security of the school premises and site, to ensure a safe working environment for all who use the facilities.

| Key Accountabilities              | Key Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maintenance and security          | <ul style="list-style-type: none"><li>• To carry out routine maintenance and minor repairs around the school site</li><li>• To identify and report back any faults with the school buildings, fixtures, fittings and equipment</li><li>• To report any major repairs to the Premises Manager</li><li>• To monitor the site access</li><li>• To respond appropriately to security concerns and alarms</li><li>• To follow the school's safeguarding policies and procedures</li></ul> |
| Caretaking                        | <ul style="list-style-type: none"><li>• Undertake general portage duties, including moving furniture, deliveries and equipment within the school.</li><li>• Setting up school premises for events, theatre or training sessions etc.</li><li>• To ensure walkways, corridors and stair cases are kept clear</li><li>• Remove litter and help keep internal and external areas tidy</li><li>• Carry out seasonal tasks such as gritting paths and areas, when required</li></ul>      |
| On Call (Alarm Monitoring System) | <ul style="list-style-type: none"><li>• Monitor callout mobile. Able to respond and give Emergency services (Police &amp; Fire Brigade) access to the School Site, should the need arise.</li><li>• Repair / make safe and secure.</li><li>• Reset alarms leaving the Site monitored.</li></ul>                                                                                                                                                                                      |



|  |                                                                                                                                                     |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>Any overtime would be paid at an enhanced rate, relative to the time and duration of the callout.</li> </ul> |
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This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

| Key areas:      | Key attributes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Essential or Desirable                                                                                            |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Skills required | <ul style="list-style-type: none"> <li>self-motivated and enthusiastic</li> <li>be able to prioritise their work, use their initiative and be prepared to be flexible</li> <li>be resilient, physically fit and able to work well under pressure</li> <li>use their discretion and respect the confidentiality of their work</li> <li>actively support and implement all school rules, policies and expectations</li> <li>demonstrate commitment to equal and all opportunities</li> <li>be a role model for staff and students</li> <li>be happy, confident and effective when working with young people, parents/carers &amp; all other stakeholders.</li> <li>an effective and supportive team player</li> </ul> | Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential<br>Essential |
| Knowledge Base  | <ul style="list-style-type: none"> <li>Strong understanding of COSHH and Manual Handling regulations</li> <li>Familiarity with operating heating, ventilation, air conditioning and electrical systems</li> <li>Basic knowledge of using computer systems</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                | Essential<br>Desirable<br>Essential                                                                               |
| Qualifications  | <ul style="list-style-type: none"> <li>Educated to GCSE Grade 4 (C Grade) standard in Maths and English.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                         |
| Experience      | <ul style="list-style-type: none"> <li>Experience of working within school or other educational settings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                         |



|  |                                                                                                                                                           |           |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|  | <ul style="list-style-type: none"><li>• Practical experience in general DIY, minor plumbing, carpentry, painting, and basic electrical repairs.</li></ul> | Essential |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

### Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.