

## Our Story

At Glade Academy, we believe every child matters. Our dedicated staff work as a team to support pupils academically, socially, and emotionally, guided by our core values of Respect, Resilience, and Teamwork. We foster strong relationships with families and provide tailored support through initiatives like our Student and Family Support Team and Nurture Group. If you're passionate about inclusive education and want to be part of a caring, community-focused school within the Eastern Multi-Academy Trust, we'd love to welcome you to our team.

## The Opportunity

We are looking for a skilled and motivated Site Officer to join our dedicated team. You will play a key role in supporting the smooth running of the academy, contributing to an environment where every pupil can thrive. Whether in administration, operations, pastoral support or specialist services, your work will directly support our mission to deliver the best possible education.

## About You

- Relevant qualifications and/or experience for the role.
- Excellent organisational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Confidence in using IT systems and software relevant to the role.
- A commitment to safeguarding and supporting the wellbeing of pupils.
- Previous work within semi-skilled trades or maintenance roles.
- Ability to use tools, plant, equipment, and materials safely and successfully.
- Ability to undertake general routine repairs and maintenance tasks.
- Good organisational skills to complete allocated work tasks.
- A good standard of IT literacy and willingness to use electronic/digital systems, including Word, Excel, and Outlook.
- Able to solve problems and work independently, with a flexible approach to priorities and complete tasks and work items effectively.
- Working knowledge of Health & Safety legislation and compliance, including COSHH, Risk Assessments for Health and Safety at Work.

## Why Join Us?

- A welcoming, professional and supportive team.
- Opportunities for training and professional development.
- A leadership team who listen and value staff feedback.
- Wellbeing and mental health support.
- Family-friendly policies and flexible working options.
- The opportunity to be part of a forward-thinking Trust.

## Safeguarding & Equal Opportunities

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All appointments are subject to an enhanced DBS check (including the Children's Barred List where applicable), medical checks, and satisfactory references.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals. We particularly encourage applications from underrepresented groups, and welcome part-time and flexible working applications.

### **How to Apply**

Please review the full job description and person specification and complete the application to show how you meet the essential requirements. We'd also like to hear about your relevant experience, what you can bring to the role, and your aspirations for the future.