JOB DESCRIPTION & APPLICATION PACK

Site Operations Officer



The Willows School
Dream · Believe · Achieve

Silver Birch
Empowering Every Learner, Building Skills for Life

Cherry Tree School
Building Resilience, Inspiring Growth

Maple School
Helping Young Minds Take Root and Grow

BRANCHES
Education Group

www.branches-education.org.uk

Branches Education Group

Welcome to Your New Beginning

Inspiring Growth. Nurturing Potential. Transforming Futures.

A Warm Welcome

Welcome to Branches Education Group — a dedicated family of Special Educational Needs (SEN) schools where every young person is celebrated, supported, and empowered. Joining us means becoming part of a team that believes in unlocking potential, embracing individuality, and shaping brighter futures together.

Whether you're joining The Willows School or Silver Birch School, your role is vital, valued, and truly impactful. We're thrilled you're considering taking your next professional step with us.



Who We Are

Branches Education Group is home to four specialist schools and a virtual school:

The Willows School
Dream · Believe · Achieve

Silver Birch
Empowering Every Learner, Building Skills for Life

Cherry Tree School
Building Resilience, Inspiring Growth

Maple School
Helping Young Minds Take Root and Grow

PRIME
Pupils Re-engaging in Mainstream Education

Our Vision

To create safe, stimulating, and inclusive learning environments where every learner can grow confidently, learn joyfully, and flourish fully — academically, socially, and emotionally.

Our Values

Compassion
We meet every child where they are.

Consistency
We build trust through structure, routine, and strong relationships.

Creativity
We think beyond traditional teaching, finding what works for each learner.

Collaboration
We grow stronger when we work together — as colleagues, families, and communities.





What We Offer

Career Growth & Opportunities – We're expanding, which means more pathways for you to grow too!

- Comprehensive Induction & Training – Including Safeguarding, First Aid, CPI, PACE, Attachment & Trauma training
- Supportive Team – You'll be working with a skilled, encouraging, and friendly staff group
- Refer a Friend Bonus
- Blue Light Card – Enjoy discounts on lots of everyday favourites!
- Company Pension Scheme
- Free On-Site Parking

SIX Reasons Why to Join Our Team

1) Inspirational management team that genuinely cares about both pupils and staff wellbeing.

2) Opportunities for personal growth and development due to the family size feel of the school and its independent structure.

3) A real chance to build a work/life balance in what can be a challenging profession with reduced paperwork and bureaucracy.

4) Small class sizes ensure more focused learning with pupils to really be able to make a difference to their attainment.

5) About to achieve transformational outcomes for families through innovative practice that is based a holistic approach.

6) Genuine professional autonomy.

Site Operations Officer

Role Type: Permanent, Full Time
Reports To: Operations Manager - Facilities
Location: Cherry Tree School, Blackburn OR Maple School, Leeds
Salary £30,559.00 per annum
Hours: 37.5 hours per week, Monday to Friday

Job Purpose

The Site Operations Officer is responsible for ensuring that the school's buildings, grounds, equipment, and facilities are maintained to a safe, secure, and high standard. The postholder will support the creation of a positive learning environment for pupils with Social, Emotional and Mental Health (SEMH) needs by ensuring the school premises are well maintained, compliant with statutory requirements, and conducive to learning and wellbeing.

The role requires a proactive, practical, and flexible individual who can undertake routine maintenance, coordinate contractors, monitor health and safety compliance, and contribute to the overall operational effectiveness of the school.

Key Responsibilities

Site Maintenance and Repairs

- Carry out routine maintenance, repairs, and minor improvement works across the school site.
- Undertake basic plumbing, painting, decorating, carpentry, and general maintenance tasks as appropriate.
- Inspect buildings, fixtures, fittings, and equipment to identify maintenance requirements.
- Ensure defects are reported, recorded, and addressed promptly.
- Maintain external areas including pathways, car parks, fencing, gates, and playground equipment.
- Assist with room setup and furniture moves for school activities and events.

Health and Safety

- Support the implementation and monitoring of the school's Health and Safety policies and procedures.
- Conduct regular site inspections and report any hazards or risks.

- Ensure fire safety equipment, emergency lighting, alarms, and evacuation routes are maintained and accessible.
- Assist with risk assessments relating to premises and facilities.
- Maintain accurate records of maintenance activities, inspections, and compliance checks.
- Ensure safe storage and use of tools, equipment, and hazardous substances in accordance with COSHH regulations.

Facilities

- Monitor the condition of school buildings and grounds to ensure a safe, welcoming, and secure environment.
- Liaise with external contractors and service providers to arrange repairs, servicing, and maintenance works.
- Chaperone contractors on site and ensure work is completed safely and to the required standard.
- Support the management of utilities and energy efficiency initiatives.
- Assist in maintaining inventories of equipment, tools, and supplies.

Security

- Assist with the opening and closing of the school premises as required.
- Carry out security checks of buildings and grounds.
- Monitor site access and report any security concerns.
- Respond appropriately to emergency situations and out-of-hours call-outs where required.

SEMH Environment Support

- Maintain a calm, safe, and nurturing environment that supports the needs of pupils with SEMH difficulties.
- Demonstrate understanding, patience, and professionalism when interacting with pupils.
- Contribute to the school's safeguarding culture and promote the welfare of all children and young people.
- Support the school's ethos, values, and behaviour expectations.

General Duties

- Participate in relevant training and professional development.
- Attend meetings as required.
- Support school events and activities where facilities assistance is needed.

- Undertake any other reasonable duties commensurate with the grade and responsibilities of the post.
- Act as a positive ambassador for the school and the wider group, upholding its values, policies, and reputation through professional conduct and effective engagement with pupils, families, colleagues, and external stakeholders.

Safeguarding – Safer Recruitment

This post is subject to an Enhanced Disclosure check. Branches Education Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Safeguarding and Child Protection Policy. Any issues or concerns are reported to the Designated Safeguarding Lead or Deputy Safeguarding Lead.

Why Branches Education Group?

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Person Specification

Essential Qualifications and Experience

- Experience in a facilities, caretaking, maintenance, or site management role.
- Good practical maintenance skills across a range of disciplines.
- Understanding of health and safety legislation and safe working practices.
- Experience of working with contractors and service providers.
- Ability to prioritise workload and work independently.
- Competent record-keeping and basic IT skills.
- Full UK driving licence.

Essential Knowledge and Skills

- Knowledge of building maintenance and repair procedures.
- Understanding of safeguarding responsibilities within an educational setting.
- Good communication and interpersonal skills.
- Ability to remain calm and professional in challenging situations.
- Strong organisational and problem-solving skills.
- Commitment to maintaining confidentiality.

Desirable

- Experience working in a school, alternative provision, or SEMH setting.
- Health and Safety qualification (e.g., IOSH, NEBOSH).
- First Aid qualification.
- Training in fire safety, asbestos awareness, or legionella monitoring.
- Knowledge of compliance requirements within educational settings.



Ready to Grow With Us?

If you're passionate, patient, and excited to help children with unique learning needs reach their full potential...
you'll feel right at home here.
We can't wait to meet you and watch you grow — just as we help our students grow, one brilliant step at a time.
If you think you'd be a great fit, please complete our Application Form, if you'd like to speak to someone, please reach out to:

hr@branches-education.org.uk

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