

Job Title: Estate Operative	Scale: 8 (fixed)
Department: Estates	Basic hours: 37 p/w
Reports to: Estate Manager	Revision date: June 2021

### Position Overview

**To support the Estate Manager in maintaining the fabric and security of the school buildings and grounds**

**To ensure the daily operation of the school complies with all health and safety legislation. To minimise disruption of the day to day teaching activities of the school in the event of an emergency or breakdown**

### Essential Job Functions

#### Security

- Open the school premises as and when required
- Undertake emergency callout responsibility on a rotation basis, including weekends and remain within 20 minutes of the school to be able to respond to alarm activations
- Ensure the site is secure at the end of the day and alarms are set (on site personnel)

#### Maintenance

- Report defects requiring specialist repair
- Undertake minor repairs to fixtures and fittings including desks, chairs
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction
- Carry out minor works in order to improve the site
- Attend appropriate training courses

#### Grounds

- Grass cutting as required
- Ensure all decorative borders are kept in good order
- Ensure perimeter hedges are trimmed on a regular basis
- Ensure all facilities used by employees and students are maintained in good order e.g. seating

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ALL STAFF MUST AGREE TO ABIDE BY THE CONTENT OF THE STAFF HANDBOOK/CODE OF CONDUCT AND BY ACCEPTING A POSITION WITH POOLE HIGH SCHOOL CONFIRM THAT THEY HAVE READ THIS DOCUMENT.

- To work with maintenance and security to ensure traffic routes and fire exits around the school are not blocked at any time
- Minimise litter throughout the school and work with the Estates Manager to actively look at ways to reduce litter
- Maintain security of all dangerous machinery and hazardous substances.
- Control of weeds, moss, ivy and any other plant likely to cause damage to the structure of the school
- During inclement weather ensure all areas of the school are safe for use by employees and students

### **Manual handling and furniture moving**

- Move such items of school furniture as required in connection with the operation of the school and other users with due regard to lifting and handling regulations

### **Emergencies**

- Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate.
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off the supply
- All emergencies to be dealt with on discovery
- Ensure access for emergency services, assist as necessary and secure premises as required.

### **Lettings**

- Comply with instructions from Director of Finance and Operations concerning letting procedures and carry out as per lettings agreement.
- Be available during the course of the letting to
  - Give assistance to the hirer relative to the facilities hired
  - Ensure the functions comply with the letting agreement and the behaviour is not detrimental to the site or facilities
  - Carry out routine maintenance of the school buildings
- Lettings do not include regular openings, or openings during normal working hours. They do not include school functions, i.e. parent's evenings, performances; open evenings, governors meetings etc.

### **Other duties**

- To undertake any other such duties deemed appropriate for this, or similar pay grade.

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## **Requirements**

- **Essential**

- Flexible approach to work, the position will require evening and weekend work on a Rota basis.
- Experience in DIY/practical skills including plumbing
- Reliable and punctual.
- Remains calm in emergencies.
- Good inter personnel skills and communication.
- Good general level of fitness.
- Positive with a “Can do” attitude
- Enhanced DSB clearance

- **Desirable**

- Experience of dealing with contractors
- Experience of working in a related field.
- Happy to work on own or as part of a team

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