



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

Job title	Estates Operative
Reporting to	Estates Supervisor
Main purpose of job	Responsible for the day-to-day estates and facilities management services. To undertake the delivery of the estates and facilities management support service. This consists of security, mechanical and electrical, cleaning and grounds maintenance, portage and estate operative duties to provide an efficient support service to the site users.
Key responsibilities:	
Security of premises:	
<ul style="list-style-type: none">• Act as primary key holder (out of hours).• Responsibility for the delivery of effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.• Maintain high level of security in rooms/area.• Lock/unlock premises and check for issues, liaising with emergency services (e.g. Police, Fire Brigade, Education Officers) when required. Making rooms and premises secure after break-ins or vandalism.• Switch on/off intruder alarms, internal and external lights as necessary.• Report incidents to the Headteacher and/or duty member of staff.• Check operation of fire alarms, extinguishers, emergency lights and fire hoses on a regular basis. To maintain records of these checks.• Make safe gas, water and electric power when locking up.	
Cleaning tasks:	
<ul style="list-style-type: none">• Undertake regular cleaning and tidying of all School areas.• Undertake the maintenance of school caretaking/cleaning equipment and ensure safe storage.• Report any housekeeping problems to the Estates Supervisor to ensure that cleaning is completed to the required standard.• Clearing of snow off main paths, steps and ramps to facilitate safe access of pupils and staff.	

General duties:

- Impart special skills and knowledge to other colleagues as appropriate.
- Carry out portage duties as required including receipt of goods and supplies.
- Maintain close working relationship with Estate's supervisor, other staff and liaise with establishment users as necessary.
- Complete the planned preventative maintenance of the estate (in house checks) and update records.
- The setting out/put away furniture and equipment for examinations, functions and meetings.
- The delivery & collection of the school post and deliveries.
- Undertake general grounds maintenance tasks.

Administration:

- Maintain suitable information systems appropriate to the post and needs of the site. To organise and prioritise workload with the rest of the estate's team/supervisor.
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for self and all site users.
- Draft orders for materials as required for the efficient completion of any caretaking/ maintenance job.
- Completion of time sheets, letting sheets, sickness and absence/ holiday records and events diary.

Planned and reactive maintenance:

- Monitor contractors on site and ensure that work is satisfactorily completed, maintaining records.
- Initiate work orders for repair and liaise with staff from other departments and outside contractors in a timely manner.
- Undertake weekly health & safety checks.
- Undertake cleaning of lights, light fittings and fuses. Check and replace faulty lights, tubes and starters.
- Undertake the portable appliance testing (PAT) in accordance with the inspection schedule.
- Undertake planned preventative maintenance checks and record findings.

Reactive –

- Carry out basic maintenance work following appropriate training. i.e. General maintenance of building: -
 - Plumbing i.e. leaking taps
 - Joinery i.e. boarding up broken windows
 - Painting/Decorating
 - Plastering to small areas.
 - Re-glazing to ground floor level.
 - Electrical - make safe broken light switch/sockets plugs.
 - Gas - leaks
- Other duties as necessary within the capabilities of the post holder.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the school/academy and beyond
- Represent the school/academy at events as appropriate
- Support and promote the school/academy ethos
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post
- Undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

The job description will be reviewed as necessary as part of the Trust's People Development process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Education and qualifications	<p>Essential</p> <ul style="list-style-type: none">• Educated to GCSE level or above <p>Desirable</p> <ul style="list-style-type: none">• First aid qualification and AED training• Fire risk assessment training• Portable appliance testing of electrical equipment• L8 – control of legionellosis knowledge• Technically qualified in property related services (painting, joinery and electrician – City & Guilds, EITB CITB)• Health and safety (NEBOSH H&S awareness)• PSAMA – tower scaffolding training• Full UK driving licence D1
Experience	<p>Essential</p> <ul style="list-style-type: none">• Previous experience in a similar or associated estates or facilities operational role
Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Broad knowledge of estates activities• Sound knowledge of general cleaning duties and use of equipment• The use of planned preventive maintenance systems and log books <p>Desirable</p> <ul style="list-style-type: none">• The use of Building Management System programmes/CCTV systems
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none">• Ability to organise and prioritise work load and to use one's own initiative to complete tasks• An enthusiastic and positive attitude• Proven ability to contribute to team working and to demonstrate interpersonal skills, sufficient to ensure effective working relationships with both colleagues and a wide range of other contacts both internal and external to the Academy• Flexible approach to working arrangements and hours of work <p>Desirable</p> <ul style="list-style-type: none">• Able to interact successfully with pupils, colleagues and visitors• Able to reach, successfully, resolutions to difficult situations using diplomacy• A willingness to learn and adapt skills and competencies• The use of planned preventative maintenance systems and log books