



Midsomer Norton  
Schools Partnership



## Job Description – Facilities Operative

Home School: Bucklers Mead

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**Responsible to: Premises Manager**

**Grade: 5 - Scale Point 11 -17**

### Job Purpose:

The Facilities Operative will work under the direction of the Premises Manager to ensure that the school's buildings, contents and grounds are maintained to the highest standards in line with legislation, the Academy's policies and best practice. The role supports the Premises Manager in areas including servicing, procurement, health and safety, contract management and premises development. The post holder will play a key part in maintaining a safe, secure and well-functioning environment for pupils, staff, and visitors and will have skills to carry out basic maintenance, repair and refurbishment tasks. As a master key holder, the Facilities Operative will ensure the premises are securely unlocked at the start of each day and securely locked at the end of each day.

### MAIN DUTIES AND RESPONSIBILITIES

#### Working with the Premises Manager:

- Provide technical expertise and guidance on premises developments, ensuring compliance with legislation and industry standards.
- Assist with the procurement process and contribute to costings, budget monitoring, and value-for-money assessments.
- Support the Premises Manager in maintaining up-to-date premises risk assessments and ensuring compliance with regulations.
- Provide recommendations to the Premises Manager on site development and implement agreed decisions from the Leadership Team.
- Support the planning and execution of refurbishments and site projects.

#### Maintenance, Servicing, and Safety:

- Under the Premises Manager's direction, manage the annual servicing schedule, including: water flushing, PAT and fixed-wire testing, fire safety systems, CCTV, asbestos management, LEV, and dust extraction systems.
- Executes skilled labour in support of facility maintenance and operational goals
- Provide technical expertise to perform specialised maintenance and repair tasks
- Carry out routine maintenance, repairs, and improvements, e.g. glazing, lighting, plumbing, painting, decorating, and furniture assembly.
- Promote and support energy efficiency measures across the Academy.

#### Security and Emergency Response:

- Act as a key holder and first responder for out-of-hours emergencies.
- Ensure security of the Academy premises, including daily unlocking/locking, alarm activation, and site checks.
- Respond promptly to emergencies (e.g., flooding, system failures), carrying out risk assessments and engaging contractors where required.

#### Site and Contractor Management:

- Monitor and maintain plant and equipment (especially heating and hot water systems).
- Liaise with contractors to ensure work is completed safely, efficiently, and to standard.
- Assist with deliveries and internal distribution of supplies.

- Support the Academy's out-of-hours lettings programme.

#### **OTHER DUTIES**

- Adverse weather response, gritting paths and snow clearance.

#### **Key Knowledge**

- Various Trades
- Health and Safety training such as Working from Heights, Manual Handling, Asbestos Awareness

#### **CONFIDENTIALITY**

To understand the nature of this role and to ensure confidentiality within appropriate reporting protocols to the Leadership Team

#### **WORKING ENVIRONMENT**

The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day working environment for this role. The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day environment for this role.

May include occasional visits to other schools within the Trust

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

#### **OTHER INFORMATION**

The Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

The postholder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

#### **Post Holder:**

#### **Line Manager:**

Name:

Name:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

#### **PERSON SPECIFICATION**

It is expected that you will possess the following attributes:

<b>Essential</b>
Good general education including English and Mathematics to GCSE Level grade 4 or above (or equivalent)
Experience of working as part of a team in a busy environment
Ability to work effectively within and between teams to achieve common objectives
Managing demanding workload with conflicting priorities
Ability to reprioritise work at short notice, responding to urgent tasks while undertaking routine tasks
Maintaining and managing accurate electronic records
High standards of accuracy and attention to detail
Good written and verbal communication skills
Good IT Skills
Good organisational, time management and customer service skills
Good interpersonal skills, confident and professional telephone manner
A team player with a positive outlook and strong work ethic
The ability to use own initiative and know when to seek advice
Acts with professional integrity at all times
Committed to high standards of quality
Ability to work under pressure
Ability to develop and maintain strong, effective and professional working relationships
Flexibility in working hours when necessary
Flexible and receptive to change
Treat people fairly and respectfully
Solution focussed approach to problem-solving
Positive attitude to change
Able to: <ul style="list-style-type: none"> <li>● climb a ladder and stairs unaided</li> <li>● Work at heights</li> <li>● Reach overhead and below the knees, including bending, twisting, pulling, and stooping</li> <li>● Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance</li> <li>● Visually inspect tools, equipment, or machines (e.g., to identify defects)</li> </ul> Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination <ul style="list-style-type: none"> <li>● Use electronic devices to communicate</li> </ul>
Valid driving licence
<b>Desirable</b>
Educated to A level standard or above
Previous experience in repairs and maintenance, plumbing, carpentry, bricklaying, plastering and painting
Experience or understanding of working in an educational environment
Fire safety awareness
Knowledge & understanding of Health and Safety At Work Regulations
IOSH or NEBOSH qualification