

## Wellspring Academy Trust

<b>JOB TITLE:</b> Senior Maintenance Operative - North	<b>GRADE:</b> Grade G
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<b>RESPONSIBLE TO:</b>	Estates Manager
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<b>EMPLOYEE SUPERVISION:</b>	Site Operatives
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**Purpose of Post:**

To provide a comprehensive, customer led, estates and facilities service at the allocated Academies by ensuring the efficient and the effective running of maintenance operations for the Academy.

To ensure the academy is maintained to a high standard.

**Main Responsibilities:**

- To work in conjunction with, and on occasions supervise the work of contractors on site.
- In conjunction with the Estates management, monitor and update the web-based system (SYPRO) which monitors compliance areas in terms of health and safety and estates management.
- In conjunction with the Estates manager, assist with the implementation of systems, policies and procedures to ensure the smooth operations of the Academy sites
- Make a significant contribution to the development of the Academy sites to continually improve the buildings, sites, grounds to benefit pupils, staff and to enhance teaching and learning functions
- Contribute to the longer term 5-year cycle of estates management maintenance plans
- Assist with the inspection and condition of school grounds, buildings, building services and facilities.
- Assist with the coordination of specialist contractors and participate in out of hours' work with prior arrangement.
- Manage the day-to-day reactive maintenance across the sites
- Carryout fault finding, repairs, minor improvement works across the sites

**In general, other Senior Maintenance Operative duties are likely to be**

- Fire alarms, emergency lighting systems
- General power and lighting
- Monitor the Building Management System (BMS)
- Alarms and fault tests as required
- Ensure spares and materials are utilised appropriately and economically
- Instruct and guide others on aspects of maintenance
- Perform a wide range of the work of other trades as skill level permits
- Ensure that in carrying out all duties there is a compliance with statutory regulations, current legislation and local codes of practice and policies
- Undertake statutory and mandatory training as requested
- Look to comply with all health and safety, quality and environment legislation and standards
- Undertake general portorage duties including the movement of furniture, equipment and general deliveries if required to do so
- Provide an opening and closing service for the Academy sites as required
- Deal with access requests by following the site procedures
- Be on call, out of hours if and where required
- Carry out periodic cleaning Audits/inspections

- Carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc.
- Carry out additional and ad-hoc duties as required by the Estates management
- Ensure that all ground drains and gullies are free flowing and clean, clearing blockages where possible
- Undertake minor grounds maintenance tasks
- Maintain the FM tools and equipment in a clean, safe, secure & tidy condition always
- Carry out periodic Audits/inspections on Estates equipment and records

**Customer Service**

- Build positive relationships with school teams
- Build positive relationships with external providers to the Academies maximising the levels of customer service they in turn provide to the Academy sites

**Sub-Contractor Management / Managed Services**

- Assist with the Coordination of sub-contractors at sites
- Assist with the quality assurance of any work from the outsourced and internal teams and assist with the monitoring of any contract specifications, schedules of work and service level agreements (SLA)

**Health and Safety**

- Ensure a safe working environment for all stakeholders at the Academy site
- Provide well balanced judgement calls and advice concerning health and safety matters and any consequent reviews
- Ensure pedestrian safety at all times using appropriate methods and equipment
- Review on a regular basis all risk assessments and method statements

**Date Job Description Revised:**

**By whom:**

## Person Specification

		Essential / Desirable	How Identified
Section	Information		
<b>Education and Training</b>			
	A minimum of 2 years relevant experience	<b>E</b>	<b>Application</b>
	Previous experience of an FM or an estates type role	<b>D</b>	<b>Application</b>
	Qualifications in relevant discipline (ie FM)	<b>D</b>	<b>Application</b>
	Sound knowledge of safe maintenance and cleaning techniques	<b>E</b>	<b>Application</b>
	General basic maintenance	<b>E</b>	<b>Application</b>
	H&S Qualification	<b>D</b>	<b>Application</b>
<b>Experience</b>			
	Experience of managing a team.	<b>D</b>	<b>Application Interview Reference</b>
	Handyperson experience and effective use of site equipment and other specialist equipment / resources for site maintenance and management	<b>E</b>	<b>Application Interview Reference</b>
	Experience of planned preventative maintenance programs.	<b>D</b>	<b>Application Interview Reference</b>
	Experience in Health and Safety, statutory and compliance matters in relation to facilities and premises management.	<b>E</b>	<b>Application Interview Reference</b>
	Experience of working in an educational establishment or similar environment.	<b>D</b>	<b>Application Interview Reference</b>
	Understanding the needs of the school and the reactive nature.	<b>E</b>	<b>Application Interview Reference</b>
	Experience of organising work tasks and duties to meet appropriate services standards.	<b>E</b>	<b>Application Interview Reference</b>
<b>General and Specialist Knowledge</b>			
	Awareness & understanding of basic safety and security measures.	<b>E</b>	<b>Application</b>

			<b>Interview Reference</b>
	Knowledge of COSHH regulations.	<b>E</b>	<b>Application Interview Reference</b>
	Knowledge of Health & Safety procedures and policies.	<b>E</b>	<b>Application Interview Reference</b>
	Awareness of health & hygiene procedures.	<b>E</b>	<b>Application Interview Reference</b>
	Understanding of the issues associated with safety, site security and the ability to provide appropriate responses/actions.	<b>E</b>	<b>Application Interview Reference</b>
	Understanding of compliance & maintenance systems.	<b>E</b>	<b>Application Interview Reference</b>
<b>Skills and Abilities</b>			
	Ability to organise, motivate and manage a team.	<b>D</b>	<b>Application Interview</b>
	Ability to deal with day-to-day issues on own initiative.	<b>E</b>	<b>Application Interview</b>
	Ability to work independently and maintain appropriate records.	<b>E</b>	<b>Application Interview</b>
	Ability to participate and contribute to continuous improvement and development of the service and facility.	<b>E</b>	<b>Application Interview</b>
	Safety awareness and risk management skills.	<b>E</b>	<b>Application Interview</b>
	Ability to communicate at all levels using effective relationship building and people management skills.	<b>E</b>	<b>Application Interview</b>
	Time management skills.	<b>E</b>	<b>Application Interview</b>
	Good IT skills including google.	<b>E</b>	<b>Application Interview</b>
<b>Additional Requirements</b>			
	Operate with the highest standards of personal/professional conduct and integrity.	<b>E</b>	<b>Application Interview</b>
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust .	<b>E</b>	<b>Application Interview</b>

	Willing to undertake training and continuous professional development in connection with the post.	<b>E</b>	<b>Application Interview</b>
	Work in accordance with the Trust's values and behaviours.	<b>E</b>	<b>Application Interview</b>
	Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites.	<b>E</b>	<b>Application Interview</b>
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude.	<b>E</b>	<b>Application Interview</b>
	Satisfactory DBS disclosure to work in an environment dealing with young people.	<b>E</b>	<b>Application Interview</b>
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	<b>E</b>	<b>Application Interview</b>
	A commitment to safeguarding and promoting the welfare of all.	<b>E</b>	<b>Application Interview</b>