



Full-Time Site Lettings and Compliance Operative

Scale 4

Required as soon as possible

Registered Office Address:

Edmonton County School
Great Cambridge Road,
Enfield EN1 1HQ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk
Chief Executive: Dr S M Tranter



EdAct

www.edact.org.uk

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and from September 2023, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive

Post Title: Site Lettings and Compliance Operative
Grade: Scale 4
Hours: 36 - 40 hours per week, 52 weeks per year – PM (Afternoon/Evenings)
4 days – 12.00pm to 8.30pm (Monday - Thursday)
10am to 5pm Saturday
(Additional hours may be available depending on the needs of the school).

Responsible to: Site Manager, ultimately Executive Headteacher and Head of School

Purpose: To provide under the supervision of the Site Manager, an on-going support to the site team to ensure a clean, safe and efficient environment.

Duties:

To work as requested by the site manager on tasks which could include any of the following.

A. Security of premises and site.

1. Assisting in the opening of the school premises at an appropriate time, as required, unlocking gates and external/internal doors. Checking that the premises have not been damaged.
2. Assisting in securing the premises at the end of the day, as required. Checking that all occupants have vacated the site, ensuring that all windows are closed and locked and that all lights and electrical equipment are switched off. Locking all secure areas, doors and gates.
3. To report acts of trespassing to the headteacher, local authority or police as appropriate.
4. To be responsible for opening the site on Saturdays and supporting the school's lettings programme.

B. Cleaning

1. Carrying out emergency cleaning measures, e.g., following storms, break-ins, vandalism, spillages, vomit and graffiti.
2. Cleaning toilet areas during school day as appropriate.
3. To remove litter from playgrounds, paths, grassed areas and shrub beds of the school.
4. The collection and disposal of recycling.
5. To remove weeds from paved areas, playgrounds and hard surfaces.
6. Ad Hoc cleaning of windows and fascias where required.

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C. Porterage and general duties

1. Remove, layout, stack and transport furniture and equipment within the school. As and when required.
2. Receive, store and distribute stores, materials and other goods delivered to the school, as directed.
3. Ensuring safe pedestrian access to the site by the removal of snow, ice and leaves on paths and between buildings, spreading rock salt if necessary.
4. Assisting the site team with the lettings provision and helping to prepare the site before and after each booking.
5. General maintenance and repair of the site, including painting, hanging of posters etc.
6. Carrying out regular checks with the School's electronic reporting system, ensuring that issues flagged are dealt with appropriately and closed off when completed.
7. Assist the site team with any further appropriate tasks as directed by the Site Manager. This includes, but is not limited to, attending emergency alarm call outs, engaging with weekly, monthly, annual H&S checks including asbestos, ladders, emergency lighting and other associated compliance checks to ensure the safe running of the school.
8. Working with the Site Manager and School Business Manager to maintain the Good Estate Management Strategy across sites
9. Completing Risk Assessments of areas around the estates
10. Compiling and maintaining records of servicing and operation

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APPENDIX 1

JOB DESCRIPTION FOR SITE LETTINGS AND COMPLIANCE OPERATIVE **ITEMS REQUIRING REGULAR INSPECTION**

1. Roofs for defects including flashings and blocked or defective gutters and down pipes (in accordance with the Health and Safety policy).
2. Walls for cracks, loose or defective copings and brickwork (in accordance with the ECS's safety policy).
3. Facings, window/door frames, door seals and windows and doors in general.
4. Toilet areas for leaks etc.
5. Boundary fences and gates for dangerous conditions.
6. Footpaths, paving, playgrounds and kerbs for dangerous and uneven surfaces.
7. Walls and ceilings for damp patches, loose panels, cracks and defective fittings.
8. Window fasteners and door locks/hinges/handles for defects.
9. Floor coverings for defects.
10. Taps and drinking fountains for operation and the temperature of the water. Also, the operation of any warm air hand-driers and incinerators on site.
11. Manholes and gullies for structural damage, cracks or looseness.
12. Fire alarms and call points, fire fighting equipment, smoke alarms and security lighting (to be inspected weekly).

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

ESSENTIAL REQUIREMENTS

1. Previous employment experience in cleaning or other similar janitorial service.
2. Awareness of Health & Safety issues.
3. Ability to work on own initiative and to be flexible.
4. A good health and attendance record.
5. Ability to carry out a variety of manual duties, as specified in the job description.
6. Ability to travel between two schools. Therefore, access to transport is required (preferably the ability to drive)

DESIRABLE REQUIREMENTS

1. Previous employment experience in security and cleaning.
2. Experience of working around children.
3. Knowledge of general grounds maintenance.
4. Additional maintenance skills/experience.

We're Looking For Someone Who:

- Is enthusiastic about contributing to the school environment
- Has a strong eye for detail and is committed to maintaining high standards
- Works well within a team and is adaptable to a variety of tasks
- Is excited to join a forward-thinking and supportive team

If you're passionate about providing excellent service, supporting school lettings, and maintaining a safe environment for students and staff, we would love to hear from you.