

## Job Description

### Site Maintenance Operative – Woldgate School

<b>Post Title:</b>	Site Maintenance Operative
<b>Base:</b>	Woldgate School
<b>Salary:</b>	SCP 4 £24,404
<b>Line Management:</b>	Estates and Compliance Lead
<b>Contract:</b>	37.5 Hours per week, permanent. <b>Early Shift:</b> 6:00am – 2:00pm (Monday to Friday, 30-minute unpaid break) <b>Late Shift:</b> 11:00am – 7:00pm (Monday to Friday, 30-minute unpaid break) <i>Shifts operate on a 5-day rotation</i>

<b>Core Purpose:</b>
<ul style="list-style-type: none"> <li>We have a fantastic opportunity for a reliable and proactive Site Maintenance Operative to join our team. This role is essential to ensuring the school site remains secure, safe, clean, and well-maintained, and for ensuring high standards of site supervision and effective use of resources to enhance the learning environment for pupils, staff and visitors. As part of the Premises Team, you'll play a key part in the day-to-day operations of the school, carrying out maintenance, janitorial duties, and providing general site support.</li> </ul>

<b>Duties &amp; Responsibilities:</b>
<p><b>Key responsibilities</b></p> <ul style="list-style-type: none"> <li>Day-to-day security of the school site, including opening and closing the premises at designated times</li> <li>Preparing school areas for daily use: lessons, assemblies, meetings, events, and more</li> <li>Performing portering duties: accepting, recording, and distributing deliveries</li> <li>Required to carry out a variety of general maintenance jobs as required (basic plumbing, joinery, decoration) with particular focus on ensuring that health and safety and premises related jobs are completed as a priority.</li> <li>Prioritises the work of the logged on the Every Business Management/Issue Log.</li> <li>Ensures the maintenance of a well decorated, safe and suitable environment throughout the school, in line with quality standards, and follows work processes which comply with statutory regulations.</li> <li>Identifies damage, faults and other related issues and prioritises their repair or replacement whilst ensuring that environmental conditions continue to meet quality standards and statutory regulations.</li> <li>Receives and acts upon information concerning faults or damage.</li> <li>Work efficiently, planning workloads, ensuring materials available to complete the tasks.</li> <li>Responsible for ensuring that all local maintenance checks are carried out at the intervals as agreed and reporting any issues to the Head Teacher and the Estates Lead.</li> <li>Responsible for establishing local relationships with contractors, ensuring appropriate checks are completed and are the first point of contact.</li> <li>Liaises with local contractors on site, as required, providing local knowledge and guidance, in order that planned and preventative maintenance schedules can be completed in a timely manner.</li> <li>Experienced in using a Building Management System (BMS) or willing to attend training to use a BMS</li> <li>Understands the technical elements of a net zero carbon operation and willing to attend training as and when required.</li> </ul>

- Ensures that the lighting and ventilation of the school's buildings is fully operational and report any faults that may arise
- Ensures the electric and gas supply, heating, domestic hot water is fully operational and report any faults that may arise
- Maintenance of the school grounds to a high standard, ensuring grounds are litter free
- Supporting planned maintenance programs across the site
- Acting as a key point of contact in emergency situations
- Assisting with general cleaning duties, including emptying bins, toilet upkeep, and maintaining site tidiness
- Supporting waste management and recycling processes
- Escorting visitors and contractors as required
- Responding to two-way radio calls
- Ensuring accurate records are kept of all work carried out
- Ensuring the Estates Manager is informed in a timely manner, of critical safety and security issues
- Overseeing out of hours activities as required
- Carrying out all other reasonable and related tasks that may be delegated by the Estates Manager or Head Teacher from time to time

#### General Responsibilities

- Always upholding Woldgate School's Child Protection and Safeguarding Policy
- Always adhering to Woldgate School's Health & Safety Policy
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with students, parents and colleagues
- To complete all relevant training through the National College and face to face as and when required
- Attending staff meetings and school events as required

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

## PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>			
GCSEs in Maths and English (or equivalent)	X		A/C
First Aid (or willingness to undertake relevant training)		X	A/C
<b>Experience</b>			
Previous experience of working in a school or similar environment		X	A/I
Prior caretaking or building maintenance experience	X		
Previous experience in a trade such as plumbing, electrics, or carpentry		X	A/I
<b>Knowledge and Understanding</b>			
Strong IT skills	X		A/I/R

Excellent knowledge and understanding of Health & Safety Legislation and COSHH regulations		X	
Knowledge and Understanding of GDPR and confidentiality within the workspace		X	
Experienced in using a Building Management System (BMS) or willing to attend training to use a BMS		X	A/I/R
<b>Personal Skills &amp; Attributes</b>			
Team player with a flexible and proactive approach	X		A/I
Good communication and interpersonal skills	X		A/I
Ability to problem solve	X		A/I
Highly organised and able to manage multiple tasks	X		A/I
Ability to carry out instructions and seek clarification where necessary	X		A/I
Physical ability to cope with carrying out manual tasks regularly	X		A/I
Ability to work on own initiative	X		A/I
Proven record of possession of DIY and general maintenance skills	X		A/I
<b>Safeguarding</b>			
Enhanced DBS check	X		A/R/I

**A= Application; C = Certificate; R = Reference; I = Interview**

**Note** - This person specification is not necessarily a comprehensive definition of the post. It may be subject to modification and amendment after consultation with the post-holder.

***The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.***