



JOB DESCRIPTION

Job Title:	Site Operative (mobile)
Salary:	TPAT Point 4
Responsible to:	Area Facilities Manager/Estate and Facilities Manager/Site Supervisor
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External:	TPAT, Headteacher, Senior Leadership Team, School Staff, Students, Parents & Carers, Local Monitoring Committee, Suppliers and External Professional Bodies

Main Purpose of the Job:

To ensure the TPAT estate meets its duties for health & safety compliance, safety and security across the TPAT estate, ensuring a comfortable and safe environment for staff, pupils / students and visitors.

To undertake general maintenance of TPAT buildings and facilities.

To assist in maintaining the security of school buildings.

Main Duties and Responsibilities:

- To undertake routine maintenance and minor refurbishment of premises, fixtures and fittings as necessary and maintain records and complete paperwork as required.
- To act as joint keyholder for the site, ensuring security at all times including the operation of alarms and be available for call-out on a rota basis.
- Security, locking/unlocking duties; ensuring that all statutory inspections are recorded appropriately; all windows and doors are locked and secure; reporting and potentially dealing with any issues immediately which present a health and safety issue ie flooding; security breach.
- Carry out general maintenance works to site buildings, equipment, fencing and play areas as necessary.
- Proactively check for defects in buildings, equipment, fencing and play areas to ensure they are in a safe working condition.
- To report any major defects in building, equipment and security systems observed in the course of duties to your line manager and to liaise with approved contractors / TPAT Central Team as directed.
- To visually monitor the condition of fire extinguishers, ensuring all extinguishers are regularly serviced and that hoses and fire blankets are kept in good condition.
- Maintenance duties; minor electrical; plumbing; fault finding; heating; extraction; glazing; lighting; door/furniture/hinges; minibuses and any other maintenance duties as directed.
- Manage tools and workshop equipment adhering to health & safety inspection requirements that all tools/machinery are used appropriately incorporating PPE. Communicating stock requirements as stock becomes low; sourcing of materials and costing up works as requested by line manager.
- Health and Safety duties; adhering to health & safety protocols and PPE requirements including completion of relevant documentation.

- Completion of Risk Assessments prior to commencement of new works; partaking in risk assessment reviews.
- Undertaking new installations eg fencing and sheds or overseeing the same as appropriate.
- Keep adequate work records as required – Access the Site Services log a job system to identify jobs which need undertaking and ensure signing off as completed; reporting any issues relating to works.
- Undertake completion of statutory records and report using the appropriate reporting procedures.
- Use IT systems and equipment as directed and ensure communications are responded to promptly.
- To participate in evacuation processes as agreed and in accordance with the site's recognised Evacuation Procedure.
- Statutory Fire Safety duties incorporating all inspection requirements and recording all inspection data.
- Legionella statutory inspections including flushing regimes.
- Scheduled maintenance tasks ie filter changing; vent cleaning.
- To assist in the collection and disposal of all refuse and ensure that buildings and grounds are free of litter and graffiti. To ensure, in winter especially, that access roads, pavements, steps and playgrounds are safe for use at all times.
- To maintain an adequate stock of cleaning materials from approved suppliers and to ensure cloakrooms are stocked with soap, towels etc. To undertake emergency cleaning (soiling of toilets, sickness, floods etc) as necessary.
- General Housekeeping, cleaning and accommodation duties internally this includes, waste, ad hoc cleaning; school building temperature; furniture moving; setting up for events; portering as required. Ensuring adherence to WEEE and DMR protocols.
- To take deliveries of stores, materials and other goods and to undertake portering duties as required (including moving furniture, equipment etc).
- Post room and portering duties. Responsible for storage of items in outside units and loft space.
- To undertake emergency cleaning (soiling of toilets, sickness, floods etc) as necessary.
- To undertake spring cleaning, including some high level cleaning at the end of school terms and occasional gardening duties.
- Waste duties externally; litter picking; bins; external power washing and grounds.
- To undertake occasional gardening, traffic control and car parking duties.
- To undertake the efficient operation of the heating system and record and monitor gas / electricity / water (as applicable) meter readings/returns as required by the Trust.
- Management of contractors in accordance with the Trust's Health and Safety Policy, Managing Contractors on Site Policy and ensuring that all safeguarding requirements of contractors are met whilst they are on site.
- Ad Hoc surveys/audits as directed.
- Driving duties as needed in the role as Site Operative as requested by line manager.
- Attend emergency call out if required.
- To attend to the routine maintenance of the school minibuses (eg oil, water, fuel etc) and record in the appropriate log books (as directed by the Fleet and Contracts Manager).
- To undertake routine cleaning and checks of the school minibuses to ensure its suitability for driving.
- To report any mechanical concerns/defects/breakdowns etc to the Fleet and Contracts Manager and assist where appropriate in arrangements for repairs.
- Where needed to drive the school minibus as part of your role as Deputy Site Supervisor to drive the minibus in a safe manner in accordance with all traffic laws and all TPAT policies, keep the minibus clean

and tidy, ensure all mileage logs and other paperwork relating to the minibus is kept up-to-date and accurate and to attend training courses as needed.

- To work as part of a team to ensure high animal welfare standards (where appropriate) are maintained including feeding goats, chickens and rabbits, providing basic animal husbandry and ensuring all animal enclosures are safe and secure.
- Any other duties consistent with the grade and general responsibilities of the post may be required from time to time in addition to those listed above.

Special Conditions attached to the Role

- Site Operative is expected to attend/cover emergency call outs out of working hours and weekends; staff will be paid as per TPAT's pay policy;
- Shifts may need to vary to adjust to business needs;
- Flexibility to suit business need whereby you will be on occasion required to work beyond your shift due to emergencies or business need;
- Holidays to be pre-arranged with line manager to fit with the needs of the Trust and the role.

General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Considering the nature of the duties and responsibilities associated with this role, the Trust will, in the interest of business, require you to perform your duties at multiple sites on a daily basis within a reasonable travel distance. Act as a team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.

- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Site Operative

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Level 2 NVQ in a recognised trade or GCSE's level qualifications plus suitable trade certificates. Basic Health & Safety qualification. Driving Licence.	High level cleaning safety training. Lifting & manual handling training.	Application Certificates
Skills and Experience	Good standard of practical knowledge, skills and experience of building and grounds maintenance work. DIY skills. Good oral and written communication skills. Good listening skills. ICT skills appropriate to the role. Effective time management.	A practical working knowledge, skills and experience of building and grounds maintenance work in a school or similar environment. Experience of being a key holder. Stock management experience.	Application Interview Assessment

	<p>Ability to undertake physically demanding work.</p> <p>Able to work unsocial hours.</p>		
Specialist Knowledge and Skills	<p>General knowledge of building maintenance.</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p>	<p>Knowledge of specialist equipment maintenance.</p> <p>Knowledge of COSHH.</p> <p>Knowledge and experience of using Smart Log.</p> <p>Experience of vehicle maintenance.</p> <p>First Aid Training.</p>	<p>Application Interview Assessment</p>
Behaviours and Values	<p>Demonstrate the ability to work proactively as part of a team with a 'can do' positive attitude.</p> <p>Acceptance of different attitudes.</p> <p>Patient, friendly and polite approach.</p> <p>Trustworthy, honest and reliable.</p> <p>Ability to relate well to children and adults and to inspire others to excel.</p> <p>A desire to facilitate achievement.</p> <p>Ability to work to deadlines and methodical approach to work.</p> <p>Ability to thrive under pressure.</p> <p>Energy and enthusiasm.</p> <p>Self-motivated & enthusiastic.</p>		<p>Application Interview Assessment</p>