Site Operative

# Job Description

## Job Purpose

* To maintain the cleanliness and good order of our premises and grounds
* To ensure compliance with health and safety requirements
* To maintain the security of the site and safeguard staff, students, and visitors

## General

* General maintenance and minor repair work
* Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works
* Maintain all equipment, tools, and plant in a safe and good condition, liaising with external suppliers and services where necessary
* Assist with enquiries and work with contractors to complete repair and maintenance work
* Carry out routine checks, testing, and recording to ensure compliance with health and safety legislation and environmental standards
* Undertake porterage tasks as required, including setting up and clearing away furniture
* Inspect and monitor cleaning standards in accordance with the cleaning specification
* Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements
* Ensure litter bins are regularly emptied
* Check damage and security daily, and act on any issues identified
* Receive and check goods and supplies and deliver to appropriate place for storage
* Ensure clear passage is maintained on fire escape routes
* Remove or obscure graffiti as instructed
* Notify the Site Manager of the necessity for any repairs or maintenance
* Monitor and set the building management system, heating system controls and boilers
* Assist with energy conservation within the premises to ensure good practices are adopted at all times

## Security

* Ensure the routine and emergency opening and closing the Academy premises and grounds, unlocking and locking appropriate gates, doors, windows and buildings for the purpose of Academy use
* Activate and deactivate Academy alarm systems
* Check and secure the Academy premises subsequent to out of hours intruder alarm activation
* Register as key holder and be the point of contact in an emergency call out situation
* Allow access to builders/contractors working on site during holiday periods
* Check the proper operation and function of all alarms, emergency exits and entrances and ensure that firefighting equipment is in place

## External Maintenance

* Maintain cleanliness and general tidiness of all external areas and empty litter bins as necessary
* Clean and clear drains and gullies and ensure effective and healthy operation
* Inspect outside fabric of Academy and report/repair defects as appropriate
* Inspect gates, fences, lights, etc. and report/repair defects as necessary
* Make safe any hazards and ensure that area is cordoned off
* Keep paths, entrances free of ice and snow to ensure safety of students, parents, staff and visitors

## Other

* Support and maintain collaborative, productive working relationships with Academy and Trust staff, and professionals from outside agencies
* Take responsibility for developing your own continuing professional development
* Undertake any other duties commensurate with the post as allocated by your line manager or a member of the Senior Leadership Team
* Remain punctual at all times and be responsible for your own time management
* Adhere to policy in respect of Child Protection, Safeguarding Matters, and Social, Emotional and Mental Health awareness
* Undertake health and safety training and qualifications as required, including a first aid qualification and fire marshal training
* Be a first aider and fire marshal
* Maintain the upkeep of the Academy minibus
* Attend and participate in relevant meetings as required, within normal contractual hours and sometimes beyond these hours as prior agreed with your Line Manager
* This job description will be reviewed and may be subject to modification at any time after consultation with the post holder
* All members of staff are required to support and encourage the Academy’s ethos, values, objectives, policies, and procedures as agreed by the Trust Board
* The post holder will be expected to undertake training relevant to their role
* Other duties of an appropriate level and nature may also be required, as directed by your line manager or the Headteacher

# Person Specification

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|  | **Essential Criteria** | **Desirable Criteria** |
| **Knowledge and Experience** | * An understanding of the main Health & Safety Regulations and how they apply in an Academy environment * A sound knowledge of the building cleaning standards contained in the cleaning specification * Experience of carrying out building maintenance work, within the reasonable capacity of a normal handyperson * Experience of keeping work records | * Experience of working within an educational setting |
| **Skills and Abilities** | * Ability to undertake a range of caretaking and cleaning duties and maintenance and repair tasks * Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date * Ability to act on own initiative, dealing with any unexpected problems that arise * Ability to demonstrate good inter-personal skills to communicate with a range of people, staff and students * Ability to provide high quality supervision to support the Site Manager in working with the cleaning staff * Ability to inspect and record the work of others * Ability to work effectively and supportively as a member of the Academy team | * Trade skills such as plumbing, electrics, or carpentry * Evidence of recent training * Training qualifications |
| **Education & Qualifications** | * Numeracy, literacy and communication skills are essential * Full driving licence | * GCSE Grade C or above in English and Maths (or equivalent) |
| **Personal Attributes** | * Ability to work well within a team * A person who is quick to learn with an enthusiastic and positive attitude * The ability to work effectively under pressure * Highly motivated and proactive * A person who presents a friendly and professional image whilst maintaining a sense of calm * Willing to work flexibly with colleagues * Passionate about delivering excellent customer service * Ability to demonstrate commitment to Equal Opportunities * Willingness to participate in further training and developmental opportunities offered by the Academy and Trust, to further knowledge * Flexibility and willingness to work changing shift patterns in response to Academy needs, such as parents’ evenings and other events | * Evidence of recent training |