

JOB DESCRIPTION

Post title: Site Operative

Grade/salary: Grade 2,

Reports to: Academy Operations Manager(AOM)/Estates Manager

Position: Term time

PURPOSE OF THE POST

To provide a professional and proactive service ensuring the academy operates efficiently for the benefit of the staff and students.

Under the direction and instruction of the AOM/Premises staff, to undertake a range of caretaking duties to the agreed quality standards, including security, cleaning, portorage and maintenance of the academy site and premises thereby ensuring a safe working environment.

MAIN DUTIES AND RESPONSIBILITIES

- Key holder duties, responsible for opening/locking of the site and ensuring the security of the premises and its contents
- Attending to the intruder alarms where applicable. Boarding up and making the buildings secure following acts of vandalism
- Attending to the heating for the premises and ensuring that the required temperatures are maintained. Ensure that the boiler plant, equipment, heaters, etc. are cleaned and maintained with any faults being reported
- Cleaning of the building and around the premises site.
- Carrying out portorage duties as and when required
- Carry out minor repairs or works as identified
- Ensure that all exterior hard surfaces including artificial/turfed areas are kept clean, including emptying litter baskets, cleaning of drains & gulley's, salting and de-icing of hard surface areas during the winter months and moving of snow to ensure access to the premises
- Giving adequate supervision and direction to cleaning staff where applicable
- Available and attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings
- In cases of emergency outside the working hours e.g. intruders, fire, floods, etc. be available to attend as and when required
- Ensuring the cleaning of internal glass and windows
- Setting out furniture
- Ensure that Health & Safety and wellbeing for yourself, colleagues, staff and students is a priority
- Recording and monitoring of H&S/Compliance matters as required within the estates database

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
Good literacy & numeracy skills gained from general education	✓		Application form
Previous experience of a similar role		✓	
Experience, knowledge and understanding			
Experience of undertaking minor maintenance tasks	✓		Application form / Interview / Portfolio of work / References
Knowledge of a range of procedures for the maintenance and repair of premises and sites	✓		
The importance of Health & Safety, and good practice in relation to cleaning/caretaking	✓		
Knowledge of COSHH regulations		✓	
Supervision of cleaning staff		✓	
Ability to deal with emergencies and problems in a positive and systematic manner	✓		
IT literate and knowledge of estate management data systems		✓	
Personal attributes and qualities			
Confident, honest, trustworthy and reliable	✓		Interview
Ability to solve problems within area of work/knowledge	✓		
Ability to work effectively and supportively within a team	✓		
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational	✓		
Health provider can ascertain their medical fitness for the post	✓		