

Job Description

Job Title	Site Operative
Name of Post Holder:	TBA
Signature of post holder	TBA
Responsible to	School Estate Manager
Establishment/ location	Wood Green School
Review date of Job Description	01/05/2026
Grade/salary	
Hours/working time	37 per week, 52 weeks per year
Purpose of Post	Our Site Operatives support the safe, clean and effective operation of the school site by carrying out day-to-day maintenance, cleaning and site duties. By working as part of the team to complete assigned tasks, maintain standards and respond to issues, the role ensures the school environment is ready for staff, pupils and visitors.
Main Duties and Responsibilities	Statutory Compliance & Risk Management - Carry out assigned statutory checks and routine compliance tasks, following set procedures and schedules. - Follow risk assessments and safe working procedures, ensuring tasks are completed safely. - Report defects, hazards and non-compliance issues, using the helpdesk system or agreed process. - Take immediate action to make safe minor risks, within training and competence, and report actions taken. - Support compliance activities on site, including providing access and assistance during inspections or testing. Security, Access & Site Control - Open and secure the site in line with schedules, control access as directed and respond to alarms or incidents. Operational Estate Delivery - Complete assigned helpdesk tasks, updating progress and reporting completion. - Undertake routine checks and basic repairs, within training and competence. - Support the movement and setup of furniture, equipment and rooms, including for school activities and events.

	- Maintain safe, clean and ready-to-use school environments, addressing issues or reporting where needed.
	Operational Estate Delivery (Development & Specialisation)
	- Undertake more skilled maintenance tasks, such as basic carpentry, plumbing or electrical work, where trained.
	Grounds & External Areas
	- Carry out routine grounds maintenance, including litter picking, grass cutting, and basic upkeep of external areas. - Maintain safe access routes and external spaces, including paths, entrances and play areas. - Check and clear basic drainage issues, reporting any significant blockages or risks. - Support winter safety measures, including gritting and clearing snow/ice as directed.
	Cleaning & Environmental Standards
	- Maintain cleanliness across the site during the day, including responding to issues, missed areas and immediate needs. - Carry out cleaning of high-risk areas, including toilets, spillages and biohazards, in line with procedures. - Respond to ad-hoc cleaning requirements, including classrooms and shared spaces where standards are not met by the cleaning contract.
	Events, Lettings & Community Use
	- Set up spaces for events and lettings, including furniture, equipment and layout. - Support safe use of spaces during events, following site procedures and instructions. (E.g. Car park support) - Reset spaces after use, ensuring areas are clean, safe and ready for the next activity.

Person Specification

Site Operative

Criteria	Essential	Desirable
Education and Qualifications	• Basic level of spoken and written English, able to understand instructions and communicate clearly. • Basic numeracy skills for recording information	• First Aid qualification (or willingness to obtain) • Basic health and safety training (e.g. manual handling, COSHH awareness)
Knowledge and Experience	• Experience of working in a practical, hands-on role (can be informal or transferable) • Understanding of basic health and safety and safe working practices	• Experience in a site, cleaning, maintenance or facilities environment • Experience using basic tools or equipment • Experience following schedules, checklists or instructions

	• Experience of completing tasks reliably as part of a team	
Skills and Ability	• Ability to follow instructions and work safely. • Ability to carry out practical tasks, including cleaning and basic maintenance • Ability to manage time and complete assigned tasks • Ability to identify issues and report them clearly • Willingness to learn new skills and take on different types of work	• Basic DIY or maintenances skills (e.g. painting, minor repairs) • Confidence using simple digital systems (e.g logging jobs)
Personal Characteristics	• Reliable and takes pride in completing tasks to a good standard • Positive, can-do attitude and willingness to help • Proactive, with a “see it, sort it or report it” mindset • Works well as part of a team and follows direction • Calm and sensible when responding to issues or incidents	• Takes initiative to improve the environment • Interest in developing practical or technical skills • Flexible and willing to support different areas of site work