



Wymondham High Academy

Job Description

Name:	
Job Title:	School Site Operative
Salary range / job grade:	NJC Point 2
Responsible to:	Premises Manager
Responsible for:	<ul style="list-style-type: none">• Regular and directed grounds and landscape maintenance• Assisting the premises manager in ensuring that school site/s and grounds are maintained in a safe, clean and orderly condition.• Undertaking maintenance and repair work, following direction of the line manager, and making sure that any repairs are properly and promptly carried out• Assisting in such tasks as may be necessary for effective site management, including various portage, administrative and lettings duties.• Assisting in ensuring a strict adherence to all procedures including health and safety requirements and Control of Substances Hazardous to Health (COSHH) regulations.
Effective Date:	

Role and Context	
Purpose	To provide support in internal and external site maintenance and management.
Duties and responsibilities:	Operational duties: <ul style="list-style-type: none">• General grounds and landscape maintenance to include cutting the grass, trimming and edging around trees, shrubs, ground cover, flowers, paths and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing and cleaning irrigation systems.• General maintenance and repairs to include installing, removing, repairing and maintaining signs, cables, chains, barricades, gates, bicycle racks, posts, fences, parking areas, athletic fields, tennis courts, track as applicable. Replacement of light fittings• Performing refuse collection as appropriate and further collection from public areas by regularly inspecting grounds, drains, and manhole covers etc for debris.• Reducing likelihood for the spread of disease and unsightly appearance of refuse containers in public areas by emptying, cleaning and disinfecting refuse receptacles on a regular basis, and removing, repairing and installing refuse receptacles on High School property.• Assisting in the provision of a minibus driving service when required. (Appropriate training shall be provided).• Establishing and maintaining good relationships with all students, parents/carers, colleagues, visitors, contractors and other professionals.• Assisting in ensuring that internal and external security requirements are followed.

- Liaising with contractors, suppliers and agencies, following the direction of their line manager, to ensure that other repairs and maintenance are carried out.
- Ensuring that protective clothing is worn where necessary and that all equipment is in sound working order.
- Ensuring that appropriate equipment, tools and materials are used.
- Monitoring stock levels and advise their line manager of replenishment requirements.
- Ensuring that hazardous/infectious solutions and materials, eg broken glass, are disposed of in accordance with agreed safe working practices, removing waste to designated areas.
- Undertaking cleaning duties as required, including clearing body fluid, vomit and graffiti as required.
- Assisting in the building, moving and replacing of furniture, the putting up of fencing and display boards, and the installation of equipment.
- Receiving, recording and distributing deliveries following school policies and procedures.
- Assisting in ensuring emergency exits are kept clear and that fire equipment is correctly positioned and maintained.
- Assisting in the annual inspection of electrical equipment.
- Reporting any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Undertaking seasonal duties as required, for example, painting and decorating to be completed during school holidays. Removing snow and obstructions from entrances, steps and access pathways ensuring required levels of salt and other appropriate materials are maintained.
- Supervising lettings, as directed by their line manager, ensuring that users' requirements are met and that security of the school buildings are maintained at all times.
- Acting as a key holder, opening and locking up the school as required by their line manager ensuring that all security procedures are followed.

Administrative

- Ensuring that all administrative duties, checks and documentation including returns and reports are completed to the required level of accuracy and deadlines.
- Maintaining manual and computerised record and filing systems as required.
- Assisting in completing inventories of equipment as required.

General

- Working outside of normal school working hours as required for extended school activities, lettings, school events, and emergencies.
- Participating in school emergencies as required, for example, assisting with evacuation procedures.
- Attending relevant meetings and training sessions.
- Undertaking first aid training and responsibilities as required.
- Retaining confidentiality regarding all aspects of school life.
- Keeping up-to-date with legislation and regulations including health and safety and Control of Substances Hazardous to Health (COSHH) developments, and communicate relevant information to staff.



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General Duties:	<ul style="list-style-type: none">• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.• To be a trained first aider and fire marshal• To maintain Staff and Pupil confidentiality• To undertake training as appropriate• To participate in the performance management programme
General Information and review:	
<ul style="list-style-type: none">• The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.• This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.• All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.• Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.	

Signature:

Date: