



Job Description

Job Title: School Maintenance Operative (Multi-Site)

Reports to: Director of Estates and Property (or nominated site lead)

Location: Across SCEAT schools (4 neighbouring school sites within or near to Bridgnorth)

Hours: 10 hours per week, 52 weeks per year

Salary: NJC Grade 4, £25,989 per annum (pro rata), depending on experience

Contract: Permanent

Purpose of the Role

To provide practical, hands-on maintenance support across a group of Trust schools, ensuring buildings and grounds are safe, well-maintained, and fit for use.

The role will work collaboratively with site staff and the Estates team to support day-to-day maintenance and minor repair tasks.

Key Responsibilities

Maintenance and Repairs

- Carry out general maintenance tasks including minor repairs, basic carpentry, decorating, and other practical works
- Support routine upkeep of school buildings and outdoor areas
- Assist with small-scale improvement works as required

Site Support

- Work across multiple schools, supporting site teams as needed
- Respond to requests for maintenance support in a timely manner

- Assist with preparing areas for use (e.g. moving furniture, minor setup tasks)

Health & Safety

- Carry out all work in accordance with health and safety guidance
- Maintain a safe working environment for self and others
- Report hazards, defects, or concerns to appropriate staff
- Demonstrate awareness of basic compliance and site safety requirements

Contractor & Access Support

- Provide access to school sites as a key holder, particularly outside of term time
- Support contractors on site where appropriate
- Ensure safe working practices are followed

General Duties

- Travel between designated school sites as required (mileage paid)
- Maintain appropriate communication with site teams
- Undertake other duties appropriate to the role

Safeguarding

- Adhere to Trust safeguarding and child protection policies
- Ensure site security is maintained at all times
- Report any safeguarding concerns in line with Trust procedures

This post is subject to an enhanced DBS check.

Additional Information

Whilst every effort has been made to outline the main duties and responsibilities of the post, this is not exhaustive. The post holder will be expected to undertake any reasonable duties commensurate with the role.

Person Specification

Essential Criteria

Experience & Skills

- Experience of general maintenance, DIY, or practical work
- Ability to carry out basic repairs and maintenance tasks
- Basic understanding of health and safety in a working environment

Skills & Abilities

- Ability to work independently and use initiative
- Good organisational skills and ability to manage time across multiple sites
- Ability to follow instructions and work safely
- Good communication skills

Personal Qualities

- Reliable and punctual
- Flexible and adaptable
- Practical and hands-on approach
- Takes pride in work and attention to detail

Other Requirements

- Ability to travel independently between Trust school sites within the working day in a timely and reliable manner.
- Ability to act as a key holder and attend sites when required

Desirable Criteria

- Previous experience working in a school or similar environment
- Basic knowledge of building maintenance systems
- Awareness of compliance and safety requirements in buildings
- Full UK driving licence and access to a vehicle.