

Estates Operative

Department: Estates Department, Central Trust Team

Salary Range: NJC Scale 2 Point 10

Full time 37 hours per week, 52 weeks

Reporting to: Maintenance Manager

Liaising with: Headteachers, Executive Leadership Team, Governors, Teaching and Support Staff, Outside Agencies and the Trust's Central Team

Location: Working across all MET school sites

The Role

The Estates Operative is a key member of the Marlow Education Trust's Estates Department. The post holder supports the effective management, maintenance and safety of school sites across the Trust, ensuring that all buildings and grounds are secure, compliant and conducive to high-quality teaching and learning.

Working under the direction of the Maintenance Manager, the Estates Operative delivers day-to-day operational support, statutory compliance tasks, maintenance duties and service across multiple schools. The role requires flexibility, professionalism and a commitment to maintaining consistent standards across the Trust estates

Key Responsibilities

1. Trust-Wide Operational Support

- Act as the first point of contact for the Estates Department, responding to Helpdesk requests
- Provide operational support across all Marlow Education Trust schools as required.
- Work collaboratively with colleagues across the Estates Department to ensure consistent standards and shared best practice across the Trust.
- Support Trust-wide projects, audits and compliance activities under the direction of the Maintenance Manager.

2. Site Maintenance & Repairs

- Carry out day-to-day maintenance and minor repairs tasks across all allocated sites.
- Undertake routine maintenance including adjustments, replacements and minor refurbishment tasks.
- Monitor and record maintenance requests, ensuring timely completion and escalation where required.
- Assist with supervising contractors, ensuring compliance with Trust policies, safeguarding and Health & Safety legislation.
- Maintain tools, equipment and materials in safe working order.

3. Premises Management

- Conduct regular inspections of buildings, grounds, fixtures and fittings, keeping accurate records for compliance and audit purposes.
- Support planned maintenance programmes, refurbishment projects and Trust-wide improvement schemes.
- Monitor cleaning standards and liaise with cleaning contractors to ensure a high-quality service.
- Maintain stock levels of cleaning, janitorial and maintenance supplies.
- Assist with grounds maintenance and supervise contractors as required.

4. Security & Keyholder Duties

- Act as a keyholder, responsible for opening, securing and patrolling sites (shift dependent).
- Ensure all alarms, security systems and access controls are functioning correctly.
- Carry out compliance checks of perimeter fencing, fire alarms, emergency lighting and security equipment.
- Support out-of-hours lettings, events and emergency call-outs across Trust sites.

5. Health & Safety Compliance

- Ensure all work is carried out in line with Health & Safety legislation, Trust policies and statutory requirements.
- Undertake routine H&S tasks including waste management, recycling, spillages and adverse weather response.
- Maintain safe access to sites during snow, ice or flooding.
- Support statutory compliance checks including PAT testing, water testing, fire safety checks and equipment servicing.
- Maintain accurate logs of inspections, compliance checks and certificates.
- Contribute to risk assessments, termly H&S reports and Trust-wide compliance audits.

6. Washroom & Hygiene Management

- Carry out routine janitorial tasks including replenishment of consumables and washroom upkeep.
- Ensure cleaning products and chemicals are stored safely and in accordance with COSHH regulations.
- Support deep cleaning programmes during school holidays.

7. Logistics

- Move furniture, equipment and deliveries as required across multiple sites.
- Set up rooms, halls and spaces for meetings, exams, assemblies and events.
- Manage parcels, archives, internal deliveries and storage.
- Ensure waste is collected and disposed of safely, including hazardous waste and bodily fluids.

8. Vehicle & Equipment Duties

- Support cleaning, maintenance, refuelling and safe operation of Trust vehicles.
- Drive vehicles as required for operational duties across Trust sites.
- Maintain inventories of tools, equipment and plant.

General Expectations

All staff are expected to:

- Uphold the Trust's values, safeguarding responsibilities and professional standards.
- Maintain confidentiality and comply with Data Protection and Equality legislation.
- Participate in training, performance management and team meetings.
- Promote a welcoming, safe and inclusive environment for pupils, staff and visitors.
- Demonstrate high standards of conduct, respect and professionalism at all times.
- Adhere to child protection policies and report concerns promptly.

Personal Specification

Qualifications (Desirable)

- COSHH training
- First Aid at Work
- Safeguarding & Prevent
- Fire safety / extinguisher training
- Working at height
- Any relevant estates, facilities or H&S qualifications

Knowledge & Experience

- Understanding of safeguarding and child protection procedures.
- Awareness of Health & Safety legislation and safe working practices.
- Experience in a school or multi-site environment (desirable).
- Ability to follow instructions and operate equipment safely.

Skills & Attributes

- Strong communication skills, both verbal and electronic.
- Good DIY and practical maintenance skills.
- Ability to prioritise workload and work independently across multiple sites.
- High level of accuracy and attention to detail.
- Reliable, punctual and committed to task completion.
- Ability to build positive relationships with colleagues.
- Flexible and adaptable to changing demands across the Trust.
- Competent with ICT systems (email, Google Docs/Microsoft 365).
- Able to work proactively and take initiative.

Special Conditions

- Appointment is subject to an enhanced DBS check.
- Must maintain a valid First Aid at Work qualification.
- May be required to work occasional evenings, weekends or additional hours to support school events or emergencies.
- Willing and able to travel between Marlow Education Trust schools as required.