

Job Description & Person Specification

Site Operative

Job Description

Salary	Grade 4 - £28,598 - £30,518 (all year round)
Reporting to	Site Manager
Responsible for	Site Maintenance
Location	Greenways Primary Academy & Milton Primary Academy

The Executive Headteacher and Estates team at Windsor Academy Trust are seeking to appoint a Site Operative to join our two Stoke primary schools. This unique role is working across Greenways Primary Academy and Milton Primary Academy and will be overseen by our Site Manager.

The role is for 37 hours a week, all year round on a permanent contract basis. *The start date will be confirmed at the interview depending on candidate notice periods.*

The Site Operative will be responsible for ensuring that general operational support and maintenance of the two school buildings and external spaces are being undertaken efficiently alongside the current site team. The successful candidate must have the ability to travel between the two schools as needed and carry out manual tasks to meet the daily tasks required.

Job Purpose

The Site Operative, under the direction of the Site Manager, will be responsible for delivering maintenance and operational support at Milton and Greenways Primary Academies in line with the vision and values of Windsor Academy Trust.

Responsible for:

Ensuring that general operational support and the maintenance of the buildings and external spaces are being undertaken efficiently and effectively and that the school site is safe and secure at all times.

Duties and responsibilities

Main Tasks

- To participate in shift patterns that will be continually reviewed and shaped to meet the changing and developing needs of the academies and, out of school hours, community use. This will include the potential for split shifts to meet the business need.
- To support all aspects of school site maintenance to ensure that the cleanliness, safety, security and maintenance of the buildings and grounds are to a high standard
- To partake in the opening and closing of the school site and buildings, inline with shift patterns, to meet the needs of the school and community use ensuring the site is safe and secure at all times.

- To undertake maintenance and improvement work to internal and external areas.
- To support the Site Manager with ensuring contractor works are completed to a high quality standards with a controlled impact on teaching and learning.
- To work inline with all H&S risk assessments.
- To respond promptly and professionally to all site emergency calls
- To help with facility preparation for meetings etc as required.
- As a key holder to participate and respond to out of hours calls and emergencies.
- To carry out H&S and compliance testing and inspections.
- Provide support to other departments with a consideration against available time associated with Site Operative responsibilities and tasks.
- Be prepared to support operational duties at other academies within the Windsor Academy Trust

Security and Emergency Snow Clearance

- Ensure that buildings and the school site are secure throughout the school day, outside of school operating hours and during periods of community use.
- Ensure that means of entry, to include fencing/gates, external doors and windows, are operating correctly with security latches/devices in good working order.
- Follow the process, as a key holder for the school premises, to respond and reset the security alarm, liaising with the Police and alarm company and Site Manager if required (where relevant).
- Completion of PPM checks associated with site security systems
- Support any remedial action required after break-ins, for example: boarding up of broken windows.
- Support emergency snow clearing and gritting procedures to ensure the school site is safe and accessible for when staff and students arrive and remains safe throughout the school day and during times of community use.

Heating, Lighting, Plant and Energy

- Carry out PPM checks to mechanical and electrical systems as directed by the Site Manager.
- Work proactively around the school site supporting and identifying energy saving measures.

Cleaning / Appearance of School

- Ensure adequate provisions are in place to WC facilities, i.e toilet rolls, paper towels, soap etc.
- Support internal and external cleaning emergencies across the school site.
- Ensure that external areas are cleared of litter and all litter bins are emptied and clean to promote use.
- Ensure all equipment, chemicals, machinery is/are maintained, stored and used correctly.
- Ensure all equipment is in good working order and is safe to use. Report any defective equipment to the Site Manager.

Compliance, Servicing, Test and Inspection

- Use academy reporting systems to identify and sign off H&S checks, test and inspection tasks allocated by the Site Manager.

Maintenance, Repairs and Operations Support.

- Use academy reporting systems to identify, action and sign off maintenance and repair requests.
- Carry out planned and preventive holiday work schedules as directed by the Site Manager
- Support general site tasks like portering and facility set up etc.
- Complete grounds maintenance tasks as directed by the Site Manager.
- Ensure grounds are kept free of litter and that external bins are emptied on a regular basis and general waste management systems are followed.
- Liaise with staff effectively and professionally with regards to operational requests for support.

- Apply a customer focused approach at all times.
- Carry out maintenance and operational tasks with a consideration to limit impact on teaching and learning.
- Carry out maintenance tasks associated with the school minibuses/vehicles to include weekly programmed safety checks, fueling and cleaning (where required).
- Adhere to all risk assessments associated with maintenance and operational tasks.
- Support the Site Manager with identifying areas of H&S concern around the school site.
- Act efficiently to counter any H&S concerns identified around the school site and report back to the Site Manager where required.

Health and Safety

To be responsible to the Site Manager for Health and Safety, including:

- Carry out all tasks in relation to Legionella management as directed by the Site Manager.
- Carry out all tasks in relation to Fire Safety management as directed by the Site Manager.
- Carry out all tasks in relation to Asbestos management as directed by the Site Manager.
- Be aware of electrical hazards around the school site. Resolve issues if you are sufficiently trained or report to the Site Manager.
- Partake in Portable Appliance testing as directed by the Site Manager (where required).
- Support the Site Manager with processes for contractor site induction.
- Support the Site Manager with ensuring contractors work safely across the school site.
- Work inline with the schools policy for DBS.
- Act on/report immediately any areas that provide a H&S concern

Community Use

- Participate in working patterns that support community use of the school facilities.
- Ensure community use facilities are set up, accessible on time and safe to use.

- Ensure community groups do not have access to unauthorised areas or equipment within the school.

General

- Contribute to the overall ethos/aims of the academy
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Willing to support additional working hours during emergencies, absences and annual leave.
- Willing to provide support to other departments with a consideration against available time associated with Site Operative responsibilities and tasks.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS with barred list check.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Person Specification

Criteria (Essential)	
Knowledge, Understanding and Experience	• Must be able to multi-task • Ability to understand and comply with instructions • Work under minimum supervision • Able to work logically and methodically – e.g. locking/unlocking buildings
Qualifications and Training	• Experienced in basic building and or maintenance related disciplines including plumbing, plastering, basic bricklaying and general maintenance skills • Willing to undergo training
Skills and abilities	• Must hold a full clean driving licence and have transport between the school sites • Good problem solving skills • Reliable and punctual • Good time management skills • Polite and professional and customer focus • Self-motivated with a desire to complete tasks on schedule to a high standard

Personal Qualities and Attributes	• Self-motivated with a desire to complete tasks on schedule to a high standard • Ability to identify own training needs and willingness to participate in training and development opportunities • Comply with Trust's commitment to the protection and safeguarding of children
Other	Windsor Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred list check.

Come and visit us & How to Apply

If you are interested in applying for this position, you are warmly welcomed to visit us on the following dates where you can meet the Executive Headteacher and Site Manager:

-Thursday 3rd September at 4pm at Milton Primary Academy

-Monday 7th September at 9.30am at Greenways Primary Academy

Please contact the school office and leave your name and current role if you wish to book onto one of the visits. Email: info@greenways.windsoracademytrust.org.uk or call 01782 235333.

Applications will close on Friday 11th September at 4pm and shortlisting will take place on Monday 14th September. Successful candidates must be available for an interview on Friday 18th September.

The background of the entire page is a photograph of two young students, a girl and a boy, sitting at a desk and looking at a tablet computer. The image is overlaid with a semi-transparent purple and yellow geometric pattern consisting of several overlapping triangles and polygons. The text is placed in the upper right and lower left corners of the page.

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