

The Swindon Academy

Job Description

Post Title:	Premises operative (site team)
Purpose:	Under the supervision and guidance of the Cluster Estates Manager, the primary duty is to ensure that the academy site is well maintained, compliant & Secure
Reporting to:	Cluster Estates Manager
Liaising with:	Staff, students, suppliers, contractors, central office staff and any other stakeholder
MAIN (CORE) DUTIES	
Buildings and Facilities	1. Key holding, security and general maintenance as delegated by the Cluster Estates Manager. 2. Ensure the school vehicle fleet is cleaned & maintained in accordance with school procedures & policies. A B1 category driving license is required for this post. 3. General maintenance of furniture, fixtures and equipment as per the planned preventative maintenance schedule including heating, ventilation, extraction & legionella control systems. 4. Complete helpdesk repair or support requests promptly once assigned by the Cluster Estates Manager 5. Portage duties, to ensure delivery of stock, stationery, supplies and equipment to the correct place within the site as well as removal & set up of furniture, as required. 6. Operate heating & cooling plant, monitor the building management system and reports all concerns to the Cluster Estates Manager 7. Keep the site clear of litter at all times and undertake emergency cleaning during the Academy day. 8. Support teaching staff with driving duties for educational trips & after school activities as required. 9. Undertake minor electrical & plumbing repairs as delegated by the Cluster Estates Manager 10. Accurate recording of weekly/monthly fire & building safety checks as delegated by Cluster Estates Manager. 11. Ensuring all amenities are available & in working order for school lettings. 12. Under the direction of the Cluster Estates Manager, oversee the work of contractor's, ensuring their compliance with the Academy Health & Safety Policy and enabling reasonable access to Academy premises to undertake the job. 13. Assess the risks involved in cleaning and maintenance duties around the Academy and takes reasonable precautions for their own work. Where risks are identified, report to Cluster Estates Manager. 14. Undertake general handyman duties, if appropriate. To include painting & decorating as delegated by the Cluster Estates Manager. 15. Undertake any other tasks as may be requested by the Cluster Estates Manager, according to the post holder's qualifications and experience and within the grade of the post. 16. Ensure that any identified personal training needs are discussed with the Cluster Estates Manager. 17. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the Health & Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the Academy

	so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health & Safety provisions. 18. Undertake general gardening & grounds maintenance duties including planting, pruning, and grass cutting as delegated by the Cluster Estates Manager.
Supporting the Academy	1. Attend and participate in meetings 2. Participate in training and other learning activities as required From time to time it may be necessary for the post holder to support the wider admin team in postings and events, providing support to out of core hours events.
Engaging in Professional Development	• Participate in regular performance reviews to ensure that any personal development needs are identified and met • Attend relevant INSET training. • Review and maintain your own professional practice through agreed development activities • Proficient in computer skills – Outlook, Word & Excel
Health and Safety	In accordance with the provisions of the Health and Safety at Work Act 1974, to take reasonable care for the Health and Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the Academy so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health and Safety provisions.
Other Specific Duties	• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote actively the Academy's policies • To continue personal professional development • To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate • To comply with the Academy's procedures concerning safeguarding and to ensure that training is completed as required Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.
	This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the Academies and their implications.