



SITE OPERATIVE (CARETAKER)

Salary: Grade 4.09 £17,560.14 per annum - Maximum Grade 4.12 £18,414.86 following appropriate service

Contract Type: Permanent

Working Hours: 25 hours a week, 52 weeks a year

Location: Spilsby Primary Academy, Spilsby, Lincolnshire

Reporting To: Operations/Estates Officer

Key Relationships: Operations Manager, Operations/Estates Officer and Headteacher

Infinity Academies Trust are seeking to appoint an energetic, practical and motivated Site Operative to join the team to help ensure that our schools are safe, welcoming and are purposeful environments for children, staff and visitors.

We are looking for someone who will really care for our schools, ensuring they look at their best, are safe and exemplifies the high expectations we have of our children. The role requires the use of various IT systems and apps, therefore some IT skills are desirable, but full training will be given.

The role will include a wide range of responsibilities and duties connected with the grounds and premises maintenance, security and health and safety of our sites and includes line management of our cleaning team.

Primary responsibilities and duties

- To be responsible for the security of the buildings and grounds.
- To ensure that the whole site is kept free of all litter and rubbish including fallen leaves using appropriate machinery.
- To be proactive in identifying and addressing minor repairs and maintenance issues around the site and buildings and to report any major problems to the Operations Team using the appropriate channels.
- To be aware of Health & Safety legislation concerning all site issues and to report any contravention of Health & Safety Regulations to the Operations Manager.
- To undertake and understand the importance of Risk Assessments when required.
- To use Every (electronic health & safety compliance system, training will be provided) to maintain records of compliance, record PPM and for staff to report defects.
- To be responsible for the movement of furniture and equipment within the school as required.
- To undertake appropriate procedures for the operation of the heating plant, maintain required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the Operations Team using the appropriate channels.
- To undertake repair and maintenance work including:



- Carpentry – fitting white boards, pin boards and benching, replacing door and window furniture, easing doors, fencing etc.
 - Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats, clearing blocked toilets, ensuring drains, channels, grease traps and sink traps are kept clear and disinfected.
 - Electrical – fitting of plug tops, replacing plug fuses, light tubes, bulbs and starters which are fitted on the exterior of the fittings.
 - General – minor plaster repairs, minor repairs to floor coverings, removal of graffiti, replacing fixtures and fittings e.g. toilet roll holders, paper towel holders, brackets, shelves, cupboards plus minor repairs to fencing, paths, drives and hard surfaces, minor glazing repairs.
- To undertake limited grounds maintenance duties which are not included in the grounds maintenance specification including, the general litter/glass etc clearance from all shrub borders, hedgerows, grass areas, courtyard, fields, gullies, adjacent walls, paths, and drives.
- Undertake internal/external decorating requirements in addition to planned rolling programme.
- To operate appropriate site machinery, power tools and hand tools as required.
- To carry out procedures in the event of emergencies and aid in dealing with general enquiries relating to the use of the site.
- To keep paths, steps, walk-ways etc free of snow and ice, salt and grit as necessary.
- To undertake all necessary training required by the Trust, appropriate to the job.
- To maintain the visual cleanliness of school signs, name boards and directional signs.
- Ensure that contractors engaged in work on the school site maintain a high standard of work, use equipment, materials and chemicals that meet with Health and Safety requirements and conditions of contract and are not harmful to the building fabric or staff, students etc.
- To ensure that contractors on site do not cause a Health and Safety hazard or damage school property in any way and report any such matters to the site Foreman and the Estates and Compliance Officer.
- Make daily inspections of site, inside and outside, to make sure that all equipment is safe and that the removal of any dangerous materials or objects take place.
- Take delivery of site stores and materials and equipment, ensuring correct distribution and storage within the school.
- Monitor and store securely the equipment provided to you for the purpose of your work to ensure that it is kept in good order.
- Ensure that all necessary steps and precautions are taken to prevent driving over paths, grass or other unauthorised areas, where possible preventing trespass and unauthorised parking.



- Ensure chemical stores are kept in a clean manner and that chemicals are ordered and stored in a safe, secure and suitable manner. COSHH sheets should be kept and stored for all the Site Team to have access and are monitored regularly.
- Ensure that windows, directional signs, name boards and canopies are cleaned regularly.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within our Trust and School policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post



Person Specification

Essential	Desirable	Measure
Skills		
• Liaise and communicate effectively with other staff on an inter-personal level in respect of duties to be performed and deadlines to be met. • Numeric skills to check stock levels/deliveries/measure areas. • Clean driving license • DIY Skills • Communicate effectively on inter-personal level with pupils, users, parents and other visitors in a friendly way.	• To have knowledge of Microsoft Office and other computer packages	Application Form/Interview
Experience/Education		
• Follow agreed procedures and regulations in respect of duties to be performed on lettings, heating, cleaning, janitorial issues in accordance with Health & Safety considerations and emergencies. • Possess the ability to undertake general manual and maintenance tasks • Identify areas where repair/cleaning is required and is not up to standard.	• To have experience of working in the primary sector of education • Be qualified in a trade related discipline	Application Form/Interview
Knowledge		
• Janitorial duties, maintenance tasks to a high standard. • Health and Safety procedures	• To be aware of the unique demands of working in a school environment	Application Form/Interview
Personal Attributes		
• Ability to prioritise workload and work to deadlines • High degree of professionalism and personal integrity • Exercise complete discretion and confidentiality at all times		Application form/Interview



• Approachable and able to articulate and present effectively to peers and senior management • Demonstrate a strong customer focussed approach to all • Sound planning, research and organisational skills		
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