

Wellspring Academy Trust

Job Description



Post title: Site Operative

Reporting to: Estates Manager

WELLSPRING

We Make A Difference

Purpose of the post

To provide a comprehensive, customer-led estates and facilities service by ensuring the efficient and effective running of school maintenance operations. Working on your own initiative and as a key member of the Trust estates team, you will ensure that school buildings, grounds, and facilities are maintained to a high standard, providing a clean, safe, and secure environment that enhances the learning experience for all pupils and staff.

Key responsibilities and duties

1. Maintenance & Site Improvement

- Undertake planned preventative maintenance (PPM) within your skill set, including fault-finding, repairs, and minor improvement works across the sites.
- Perform a wide range of tasks involving various trades (e.g. basic painting and decorating) as skill levels permit, ensuring high-quality finishes.
- Contribute to the continual improvement of buildings and grounds to benefit the school community and support the 5-year estates development plan.
- Operate heating and hot water plant (boilers) and manage fire alarm and emergency lighting systems where appropriate.

2. Compliance & Safety

- Update the compliance system. Ensure all building safety checks and weekly monitoring are recorded with 100% accuracy.
- Carry out and record facilities compliance checks. Report all emergencies (fire, flood, break-in, vandalism, or accidents) immediately to your Line Manager.
- Ensure all duties comply with statutory regulations, current legislation, and Trust policies, including Equal Opportunities and mandatory training requirements.
- Work alongside and, on occasion, supervise the work of external contractors on-site to ensure safe working practices.

3. Security & Emergency Response

- Assume full responsibility for the routine and emergency opening of school premises and grounds.
- Conduct a comprehensive physical and visual sweep of the entire site every morning prior to the arrival of staff and pupils. This inspection must include:
 - Identifying and removing any immediate hazards, such as fallen branches, broken glass, or trip hazards, and ensuring pedestrian pathways are clear and safe (e.g. gritting in winter).
 - Verifying the integrity of boundary fencing and gates to prevent unauthorised access.
 - Ensuring the site is clean and presentable—clearing litter from entrances and checking that the "first impression" of the school is positive and professional.
 - Confirming that internal temperatures are appropriate (heating/cooling) and that all essential facilities are operational and "ready for learning."
- Follow site-specific security policies and handle access requests from visitors or staff in accordance with Trust procedures.
- Maintain the day-to-day issue and return of site keys and electronic access fobs/cards in accordance with Trust security protocols. Ensure that every transaction is recorded in the site log, verifying that all assets are signed for upon issue and accounted for upon return. Proactively report any lost or damaged keys/fobs to your Line Manager to ensure security risks are mitigated immediately.
- Respond to emergencies while on duty, carrying out immediate remedial actions such as emergency

cleaning following storms, break-ins, or vandalism.

- Act as a key holder for the site, responding to out-of-hours alarm activations or security breaches as required, and following established Trust protocols for reporting incidents. Ensure that the site is fully decommissioned at the end of the day, with all windows and doors physically secured and intruder alarm systems correctly activated.

4. Environment & Portage

- Ensure all external hard surfaces, playgrounds, and entrances are free from litter, weeds, and debris. Maintain gullies and drains at surface level to ensure they remain free-flowing.
- Assist in maintaining high cleanliness standards, including replenishing consumables, removing refuse, and performing deep-cleaning tasks (e.g. floor treatments and carpet shampooing) during school closures.
- Undertake general portage duties, including the movement of furniture, equipment, and deliveries, ensuring the needs of the school day are met.
- Maintain all FM tools and equipment in a clean, safe, secure, and tidy condition at all times. Ensure the asset register is kept up to date, and the Line Manager is kept up to date with faults, breakages, and loss of equipment.

5. Professionalism & Customer Service

- Conduct yourself with integrity and a positive can-do attitude, demonstrating pride in the school environment and respect for all stakeholders.
- Support the Senior Site Operative and the wider team in implementing FM systems, policies, and procedures to ensure smooth school operations.

Standard Duties in all Trust Job Description

- Show commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Personal integrity and a commitment to the Nolan principles of public service.
- A commitment to professional development.
- This job description is not intended to be a comprehensive list of duties and responsibilities associated with the post. The post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to always respect confidentiality and safeguarding practices.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must always project a positive image of the Trust and through all activities.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

Site Operative

Education and Training	Information	Essential/ Desirable	Evidenced By
	Sound knowledge of basic, safe, general maintenance and cleaning techniques	E	Application
	Qualifications relevant to the post E.g. NVQs Level 2 building/joinery/plumbing, Building Cleaning Certificate	D	Application
	Good all-round standard of education	E	Application
	First Aid Certificate	D	Application
	H&S Qualification	D	Application
Experience	Relevant experience in a facilities management or an estates role	D	Application Interview Reference
	Experience of programmes for planned preventative maintenance	D	Application Interview
	Experience in Health and Safety, statutory and compliance matters in relation to facilities and estates management	D	Application Interview
	Experience of working in an educational establishment or similar environment	D	Application Interview
	Understanding of providing a customer led service to schools	E	Application Interview
	Understanding the needs of the school and the reactive nature of the work	E	Application Interview
	Experience of keeping accurate work records	E	Application Interview
General and Specialist Knowledge	Awareness and understanding of basic safety and security measures	E	Application Interview
	Knowledge of COSHH regulations	E	Application Interview
	Knowledge of health and safety procedures and policies	E	Application Interview
	Awareness of statutory and non-statutory compliance	E	Application Interview
	Awareness of health & hygiene procedures	E	Application Interview
	Understanding of the issues associated with safety, site security and the ability to provide appropriate responses/actions	E	Application Interview
	Effective use of site equipment and other specialist equipment/resources for site maintenance & management	E	Application Interview
Skills and Abilities	Ability to organise, self-motivate and work effectively as a supportive member of the estates and school team	E	Application Interview
	Ability to deal with day-to-day issues on own initiative, dealing with any unexpected problems that arise, identifying priorities, whilst ensuring that lower priority work is kept up to date	E	Application Interview
	Ability to demonstrate good basic DIY skills, including joinery, plumbing and painting	E	Application Interview
	Ability to work independently and maintain appropriate records	E	Application Interview
	Ability to participate and contribute to continuous improvement and development of the service and facility	E	Application Interview
	Safety awareness and risk management skills	E	Application Interview
	Ability to demonstrate good interpersonal skills to communicate with a range of people	E	Application Interview
	Ability to work alongside and provide high quality support to cleaning staff		Application Interview

	Time management skills	E	Application Interview Reference
	Good ICT skills	E	Application Interview
Additional Requirements	Operate with the highest standards of personal/professional conduct and integrity	E	Application Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	Application Interview
	Willing to undertake training and continuous professional development in connection with the post	E	Application Interview
	Work in accordance with the Trust's values and behaviours	E	Application Interview
	Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites	E	Application Interview
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	Application Interview
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	Application Interview
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	Application Interview
	A commitment to safeguarding and promoting the welfare of all	E	Application Interview