

Job Description

Job Title	Compliance & Premises Operative
Department	Estates
Location	De Parys Avenue, Bedford
Reporting Line	Maintenance Team Leader / Facilities Manager
Hours	Monday to Friday, 40 hours per week: 8:00am – 5:00pm (1 hour unpaid lunch) 14 Saturday mornings per year on a rota basis

Job Purpose

To ensure that all periodic testing and compliance checks are carried out in line with the agreed schedule, maintaining compliance across the school estate. When compliance duties permit, to assist with the smooth running of the school premises, helping to maintain the estate to the highest standards and supporting with facilities preparation, health and safety checks, minor repairs, movement of furniture and site security.

Professional Duties

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. You are expected to act in accordance with the aims, policies and administrative procedures of the School.

Specific Duties and Responsibilities

Compliance & Testing (Primary Responsibilities)

- Undertaking weekly fire alarm tests in all buildings
- Undertaking weekly, monthly, quarterly and annual legionella checks in all buildings
- Undertaking monthly 'flick tests' of all emergency lighting
- Undertaking termly and annual checks of fire doors
- Undertaking monthly checks of firefighting equipment
- Undertaking ladder checks
- Undertaking biannual checks of Carbon Monoxide monitors
- Undertaking PAT testing as required
- Recording meter readings for utilities on a monthly basis
- Recording all testing completed accurately on the online compliance system
- Assisting with maintaining the asset register of all firefighting equipment
- Accompanying trade staff and external contractors to locations on the estate and assisting where more than one person needs to be present
- Escalating any compliance issues in a timely manner to the Maintenance Team leader/ Facilities Manager

Premises Duties (When Compliance Workload Permits)

- Assisting the Maintenance Team Leader with maintaining the school premises to a high standard, ensuring that services (heating, lighting, security systems and plumbing) are operating satisfactorily
- Assisting with the completion of regular and ad hoc health and safety checks across all school sites
- Assisting in the preparation of facilities for a varied programme of activities and events
- Assisting with the movement of furniture, equipment and materials as required
- Managing reactive cleaning following spillages or accidents outside the core cleaning team's functions
- Carrying out repairs and maintenance duties as directed by the Maintenance Team leader/ Facilities Manager
- Undertaking routine maintenance work throughout the estate as directed

Security & Site Management

- Assisting with school security, including opening up of premises, management of alarms and key access

- Liaising with the police if the school is broken into
- Assisting with the management of parking, ensuring that staff, parents' and students' vehicles are correctly and safely parked
- Reporting inappropriately parked vehicles that pose a health and safety risk

General

- Promoting and safeguarding the welfare of children and young persons with whom you come into contact
- Actively promoting the School's services and facilities
- Maintaining a thorough knowledge of all relevant health and safety legislation
- Seeking to improve and innovate more efficient ways of working and utilising facilities
- Occasional driving of school vehicles as directed by the Estates Supervisor
- Undertaking such other duties as required by the Head of Maintenance / Estates Manager

Person Specification – Compliance & Premises Operative

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential <i>Qualities without which the applicant could not be appointed</i>	Desirable <i>Extra qualities to distinguish between candidates meeting all essential criteria</i>	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Good standard of education (GCSE or equivalent) in Maths and English 	<ul style="list-style-type: none"> • First Aid at Work qualification • PAT testing qualification • Clean driving licence (including D1 endorsement) 	Certificates
Experience	<ul style="list-style-type: none"> • Proven track record with experience of maintaining premises • Experience in manual handling 	<ul style="list-style-type: none"> • Experience in a compliance or similar testing/inspection role • Experience of working in the education sector • DIY/carpentry, decorating or general maintenance experience • ICT / digital record-keeping experience 	Application form and references
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to use a PC / tablet for record keeping and compliance reporting • Knowledge of health and safety legislation relevant to the role • Knowledge of maintaining premises and building services 	<ul style="list-style-type: none"> • Basic knowledge of legionella, fire safety and emergency lighting requirements • Excellent interpersonal skills and ability to relate well to people at all levels 	Application form, references & interview
Personal Competencies & Qualities	<ul style="list-style-type: none"> • Ability to work as part of a team but also work well as an individual • Demonstrates a positive, helpful and professional approach • High degree of personal integrity, diplomacy and honesty • Highly flexible and cooperative approach to the school's changing needs • Commitment to personal development and lifelong learning 		Application form, references & interview

You may also be required to undertake such other comparable duties as the School requires from time to time.