

Site Operative Job Description and Person Specification



Post:	Site Operative
Salary:	Kent Scheme B
Hours:	37 hours per week (5 days per week, Monday – Friday) 52 weeks per year, with 29 days annual leave.
Accountability:	Site Manager, School Business Manager and ultimately the Headteacher

Purpose of the Job

We are looking for a motivated, enthusiastic Site Operative to join our school premises team to provide support with the daily running of the school premises, creating a safe learning environment for our pupils.

Job Description

Directed on a day to day basis by the Site Manager. The Site Operative will be expected to undertake the tasks below and any other reasonable tasks or duties assigned by the Headteacher, Site Manager or Business Manager.

General Duties and Responsibility of all Staff

- To be aware of, adhere to and promote the school's safeguarding procedures.
- Ensure sound understanding of safeguarding policies and related guidance including Keeping Children Safe in Education and Working Together to Safeguard Children.
- Be aware of, and comply with, policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate a sound understanding that safeguarding is the responsibility of all school staff.
- To adhere to school policies and procedures.
- To present the school in a positive way within the community.
- To respect the confidential nature of all information acquired in the performance of the role, either verbally or in writing.
- To actively promote the school's values and ethos in everyday practice.
- To work in a responsible and safe manner, adhering to all health and safety procedures operating within the school.
- To ensure interactions with colleagues, parents/carers and professionals are positive.

Post Duties and Responsibilities

- Perform general repairs and maintenance around the establishment, inside and out, including decorating, repairs on furnishings and buildings.

- Maintain security of the site i.e. opening, closing and alarming of the premises and attend call outs from school security provider in Site Managers absence.
- Ensure safe storage of all equipment in line with COSHH requirements.
- Ensure COSHH registers are maintained under site managers guidance.
- Provide a porterage service for deliveries to ensure supplies are correctly handled, appropriately delivered, and secured so as to protect school assets.
- Assist in the setting up / clearing down of rooms required for training, meetings, school events, etc including setting up and ensuring the safety of relevant equipment.
- To assist with the cleaning and organisation at lunchtime including storage of tables and chairs in preparation for use of the hall during the afternoon/evenings.
- Provide traffic management assistance on request.
- To assist Site Manager in regulatory testing/maintenance and cleaning of the hydrotherapy pool including obtaining an accredited knowledge of safety compliance regulations.
- To ensure that any contractors who work on site when students are present, are chaperoned during their time on site in line with safeguarding procedures.
- Inspecting on a daily/ weekly basis grounds maintenance including litter picking and general tidiness.
- Carry out landscaping duties and grounds maintenance.
- To report all incidents of vandalism, damage and graffiti to either the site manager or school business manager.
- Assist with site risk assessments in relation to the role whilst complying with statutory regulations, to ensure the school is a safe environment for students.
- Learn to use school's online maintenance reporting systems and building management.
- Participate in Health and Safety procedures relevant to the job such as:
 - Manual handling
 - Safe use of machinery and/or equipment
 - COSHH & IOSH
 - First Aid and Hygiene Practice
 - Lone working procedures and responsibility
 - Working at Heights
 - Risk Assessments.
- To provide professional cover for Site Manager and support school transport when required.
- Happy to commit to flexible working hours when required.
- Check the grounds on a daily basis for mushrooms and animal faeces. Keep a register of these checks.
- Ensure corridors clear of obstructions.
- Attend weekly school briefings & health & safety committee meetings (when required).
- Consult schools weather condition policy when clearing paths & driveways in bad weather.
- Undertake ad hoc cleaning duties.
- Construct flat pack items for classes and distribute deliveries in a timely manner.
- Adhere to the school's safety & building policies to create a safe working environment for everyone.

Person Specification Site Operative

Applicants should describe in their application how they meet the below criteria

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • GCSE Mathematics & English (Grade C minimum) • Level 2 certificate in property maintenance
Experience	<ul style="list-style-type: none"> • Understanding of Health and Safety • Experience of General Maintenance (DIY) 	<ul style="list-style-type: none"> • Experience of grounds maintenance and landscaping
Skills & Abilities	<ul style="list-style-type: none"> • A full, clean driving licence. • Ability to understand information in a methodical and well organised manner. • Basic IT Skills. • Hard working and able to show initiative with a willingness to contribute to the wider school. • Committed to effective team working. • Understand and able to apply training received. • Ability to communicate using information technology as required within the role. • Good customer service, able to communicate within all levels of the community (staff, pupils, contractors and stakeholders). • Reliable and trustworthy. • Ability to carry out heavy duties including manual lifting. • Ability to identify general maintenance issues and report to site Manager. • General understanding of Health & Safety, COSHH, IOSH, fire safety 	