

Job Description

Job Title: Site Operative 1

Hours of work: 37 hrs operating on a shift system on a rotating basis: 6.00am – 2pm, 7.30am to 3.30pm or 2-10pm (with 30 mins for lunch) (hours may be varied depending upon need). (One day per week will finish 30 mins earlier as advised)
1 in 4 Saturdays will also be required from 8.30-4pm (with a Friday being granted in lieu).
25 days annual leave (rising to 28 after 5 years continuous service). All annual leave must be taken during the school holiday periods. This may be subject to change depending on the requirements of the school.

Grade: Kent Scheme Group 4

Responsible to: Site Manager

Key responsibilities:

Grounds Maintenance:

1. Clean specified areas of the school as required.
2. To be responsible for maintaining the schools outdoor areas to a high standard ensuring that they are free of litter and debris.
3. Act as school contact in relation to premises related contractors.
4. Oversee onsite maintenance contractors with specific responsibility for grounds maintenance contractors, checking that work is completed to required standards and within required timescales.

Security:

5. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times and taking remedial action if required, reporting any issues to the Site Manager.
6. Act as a designated key holder, providing out of hours and emergency access to the school site.
7. Keep records relating to maintenance and security.

Cleaning

8. Periodic cleaning of designated areas of the school building and grounds according to instructions.
9. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site as directed by the Site Manager or business Operations Manager
10. Clean and maintain toilets to ensure hygiene standards are met.

Maintenance

11. Undertake or arrange emergency repairs (which do not require a qualified craftsperson).
12. Support with undertaking regular maintenance and safety checks.

Health & Safety

13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
14. Organise testing for asbestos, legionella and other health and safety procedures if required.
15. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.

Minibus

16. Responsibility for the maintenance and cleaning of the minibus including weekly checks eg oil levels etc
17. Drive the minibus as and when required

General:

18. Undertake general portage duties including moving furniture and equipment within school.
19. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
20. Receive deliveries to the school site assisting with the loading and off-loading as required and ensure they are delivered to the correct recipient.
21. Collect and assemble waste for collection.
22. During any periods of absence, undertake lettings and carry out associated tasks, in line with local agreements if required.
23. Monitor materials and stock and/order supplies as required.

Person specification:

- Effective communication and interpersonal skills with both adults and children
- Ability to work under pressure and use own initiative
- Self motivated and able to work with minimum supervision
- Understands the requirement for working with others and in a team
- Able to form effective working relationships needed for the job
- Has basic written and numerical skills appropriate to the job

This is not an exhaustive list of duties and responsibilities but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.