

# Trinity Academy Newcastle

## Job Description

**Post Title:** Facility Maintenance Operative

**Grade:** N4                      **Evaluation:** 401

**Responsible to:** HOS (Business), Facilities Manager, Facilities Supervisor

**Responsible for:** N/A

**Job Purpose:** To ensure the buildings and grounds are fit for purpose. Maintain the cleanliness/condition of the academy premises and surrounding grounds, to ensure the delivery of the service is in accordance with customer service standards, policies and procedures.

**Main Duties:** The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- (1) To provide a facility support service in accordance with established practices, policies and procedures to the academy, including the farm. Specifically, those relating to; security and access, maintenance, cleaning, repair and health and safety. This includes feeding and ensuring the welfare of all stock.
- (2) To undertake the day to day operation for appropriate maintenance of plant and associated equipment including vehicles. To read and record information from utilities meters and report any faults to the Facilities Manager.
- (3) To assist in ensuring a safe working environment is provided for both students and staff, complying with the Trust's and Health and Safety policies, including carrying out regular checks of buildings and grounds etc.
- (4) To work closely with and report any issues to the Facilities Manager and/or Facilities Supervisor.
- (5) To ensure that the academy premises (internal and external) and furnishings are cleaned in accordance with agreed procedures, standards and methods by undertaking cleaning duties as directed.
- (6) To assist in monitoring and maintaining limited delegated budgets including accounting for expenditure and financial data.
- (7) To assist in the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.

(8) To sweep pathways, empty bins, pick up litter, unblock drains, undertake gardening duties and carry out other facility support service task of a similar nature. To undertake the clearance of snow from all accessible areas and to grit as necessary.

(9) Taking delivery and arranging for the storage of materials, stores and other goods.

(10) To carry out portering duties as required including the co-ordination of the removal and placement of furniture and equipment.

(11) To carry out minor or temporary repairs and maintenance/ground maintenance tasks or report as necessary in accordance with agreed procedures.

(12) To drive academy mini buses, including transporting students. Carry out routine day to day maintenance of the vehicles.

(13) To work across all academy sites, as required, in accordance with operational needs.

(14) To promote and implement the Trust's Equality Policy in all aspects of employment and service delivery.

(15) The postholder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.

12 October 2017