

Job Description

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

Post title: Primary Site Operative

Grade: E, SCP 6-7

Responsible to: Regional Estates & Capital Manager

Job Purpose

Site Operative to work in our schools under the direct instruction and supervision of the Regional Estates & Capital Manager. The Site Operative will be responsible for the completion of all site-based duties including weekly compliance activities, general maintenance, painting and decorating, minor refurbishment works, portage, key holding, Safeguarding and other key associated duties.

Responsibilities

- To effectively lock and unlock Trust schools across the estate ensuring all buildings are secure and safe to operate daily.
- Complete daily security checks of the premises.
- Fully complete estates compliance checks to ensure Trust buildings are safe to enter and use.
- Report and record onto the Every compliance system.
- Undertake painting and decoration works as part of the Trust's long term building improvement plan.
- Complete minor repairs and refurbishment works on request of the Trust.
- Effectively operate mechanical, electrical and life safety systems within school such as central heating, lighting, fire alarm and security alarm systems.
- Manage waste on site by effectively removing and transferring to a designated collection point.
- Regularly complete litter picking duties ensuring the premises are clean and tidy.
- Undertake minor cleaning duties such as graffiti removal
- Undertake emergency duties such as incidental cleaning
- Complete seasonal activities such as gritting and flower bed maintenance
- Undertake minor grounds maintenance duties and cut overhanging branches /bushes, which may cause harm.
- Manage resource and material requirements on site under the supervision of the Regional Estates & Capital Manager

- Complete work instructions and procedures set out by the Regional Estates & Capital Manager
- Replace and refill consumable items such as hand towels and dispensers
- Complete portage duties such as receiving scheduled deliveries and transfer them to a safe designated storage place.
- Report any faults or defects to the appropriate person in a timely manner.
- Safely relocate furniture and set up for annual school events when required to do so.
- Ensure buildings are safe, warm and secure prior to the working day
- Safely operate school equipment in line with manufacturer's instructions
- Undertake fire warden duties in case of fire or emergency evacuations.
- Be willing to actively undertake first aid duties where trained and requested to do so
- Fully comply with "keeping children safe in education" policies and procedures.
- Formally induct contractors and visitors onto the premises including the completion of authorisation to work permits
- Report any safeguarding issues or concerns where required to do so immediately.
- Fully comply with all Trust policies and procedures.
- Attend all training courses relevant to the post ensuring continual personal and professional development
- Act as Trust role model
- Undertake additional reasonable duties as requested in accordance with the changing need of the job role and organisational objectives.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	Be willing to complete all training courses associated with the role annually.	D1	A relevant facilities management or site management qualification.
			D2	Support Work in Schools (SWIS) Level 2.
			D3	Level 2 Numeracy/ Literacy or willingness to work towards.
Experience & Knowledge	E2	Hands on and practical skills.	D4	Trade qualification such as City & Guilds NVQ level 1,2 or 3.
	E3	Awareness of Health and Safety legislation.	D5	Formally, write and review task related Risk Assessments.
	E4	Complete work activities in accordance with Risk Assessments, processes and procedures.		
Skills	E5	Display a "can do" attitude and have the ability to work as part of a team.		
	E6	Effectively use ICT equipment including PC, tablet or mobile devices.		
	E7	Be willing to learn and develop new skills when required to do so.		
	E8	Supervisory skills for example effectively monitoring contractor's performance on site.		
	E9	Complete tasks and work using your own initiative.		
Personal Attributes	E10	Communicate well with all stakeholders across the Trust.		
	E11	Relate well to children and adults.		
	E12	Be willing to embrace change and adapt to new ways of working.		

Special Requirements	E13	Suitable to work with children/young people (Enhanced DBS).		
	E14	Commitment to the Catholic ethos and aims of the Academy Trust.		
	E15	Travel between schools within the Multi Academy Trust when required to do so.		