



School Name: Acklam Grange School
Post Title: Site Operative
Responsible to: Facilities Manager, School Business Manager
Grade: NJC Grade D (£25,183)

JOB SPECIFICATION: MAIN RESPONSIBILITIES OF THE POST:

To provide efficient and effective operational support to the establishment ensuring that the security, maintenance and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

To be responsible for:

- The security of the premises, in accordance with the specifications of the School and Trust.
- The safety of the premises, in accordance with the specifications of the School and Trust and following all health and safety guidelines.
- Portering – responsible for the safe movement of equipment, furniture and supplies.

The specific duties to include:

- To work in partnership with the Facilities Manager in respect of caretaking, assisting them in the following duties.
- The security (including patrolling) of the premises, opening and closing routines and procedures.
- The lighting and heating of the premises.
- The 'spot' cleaning of the premises as required outside the cleaning contract time.
- Ensuring that all rubbish and broken furniture is removed as soon as possible.
- Ensuring that all hard-playing areas and paths are free from debris and hazards, that all drains and gullies are free-flowing and that all outside areas, e.g. playgrounds, car parks, paths, etc are cleared or slated/gritted and safe in times of bad weather.
- Making regular inspections of the premises and drawing to the attention of the Facilities Manager any repairs and maintenance required, reporting these to the for recording and maintenance as appropriate.
- Requesting unknown persons on site to furnish proof of identity; where appropriate, to prevent unauthorised parking on the school site following the schools DBS and lanyard procedures at all times.
- Carrying out authorised procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Responsible for making safe and/or removing broken glass.
- Repair and maintenance of premises and equipment within the competence of the site operative and satisfying health, safety and hygiene requirements under the direction of the Facilities Manager.
- Small decorating jobs as required within the competence of the Site Operative and satisfying health, safety and hygiene requirements under the direction of the Facilities Manager.
- Preparing the premises and site for school events such as assemblies and examinations, before and after-school activities, e.g. parents consultation evenings, Celebration evenings, and other community events including evenings and those at weekends and ensuring that the premises/ site are prepared for normal school activities following the before and after-school event(s).
- Traffic management and continuous commitment to wider community and stakeholders.

In the absence of the Facilities Manager:

- Deputise for the Facilities Manager in their absence.
- Ensuring that adequate supplies of personal hygiene products, e.g. toilet rolls, paper towels etc are available, and for ordering supplies at the appropriate time.
- Ensuring all external personnel including contractors are familiar with school procedures and DBS/Lanyard protocol is followed at all times and tasks are complete and to a high standard

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Facilities Manager, SLT or Trust Central Business Teams.