



ST FRANCIS
& ST CLARE
CATHOLIC MAC

Job Description

Job Title: Site Maintenance Operative

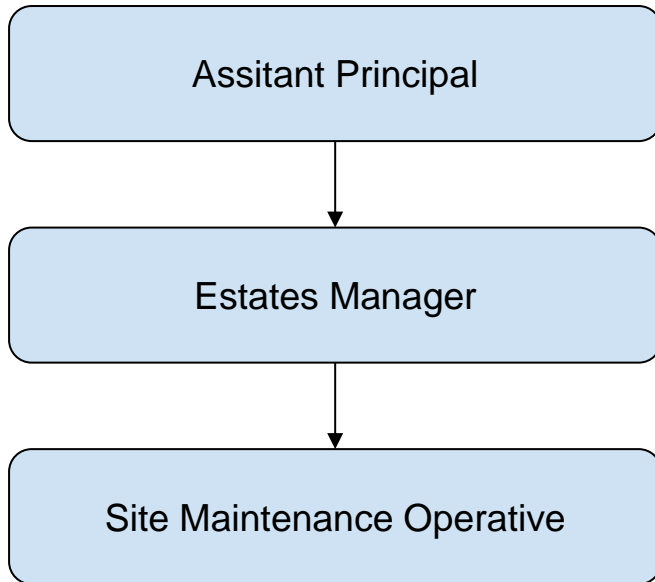
Department/Section: Site Teams - Across SFSC MAC

Responsible for which other posts: None

Responsible to: Estates Manager



Organisation Chart



Job Summary

To work within the site management functions and carry out tasks to support the Estates Manager and Site Managers at other SFSC MAC academy sites in the conduct of their duties particular focus on the security, cleanliness, maintenance and hire of the facilities. Work flexibly to meet varied shift requirements and to ensure the site is secure, safe and clean conducive to learning and teaching and meeting the needs of users of the site.

Trade such as plumbing, painting/decorating, carpentry or electrical would be desirable.

Key Duties and responsibilities

Cleaning/Janitorial:

- Day to day cleaning of the site according to the schedule provided by the Estates Manager.
- Deep cleaning and emergency cleaning in school environment, litter collection around site.
- To carry out emergency cleaning and removal of graffiti are carried effectively and speedily.
- Cleaning of school site to include, but not limited to, scrubbing, vacuuming, dusting, mopping and washing.
- Emptying bins, clearing litter from the site and sweeping steps and recesses.
- Clearing snow when necessary and keeping all drainage gullies free and clean.
- To keep all cleaning and janitorial cupboards and areas clean and tidy and free from clutter.

Maintenance:

- Support with general maintenance tasks carried out under the supervision of the Estates Manager.
- Support to ensure routine maintenance defects are speedily repaired and improvements are made as agreed with the Estates Manager.
- Basic building repairs and maintenance to: woodwork, plaster, plumbing and drainage, leaks. The use of hand and power tools.
- Support with painting & decorating under the supervision of the Estates Manager.
- Support with grounds maintenance.
- Support with maintenance of plant, safety systems.
- To supervise the cleaning staff and janitorial alongside the Estates Manager and in his/her absence.

Site Security/Academy Events:

- To provide adequate cover, in conjunction with the Estates Manager for examinations and school events.
- Moving furniture/equipment as required.

- To support with opening and closing the building at agreed times, carry out and record security procedures effectively in conjunction with the site team.
- Regular security patrols of the Academy site
- To ensure all work is undertaken with due regard to the health and safety of all users.
- To drive the Academy minibus as and when required to meet the needs of the Academy

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

Signature of post holder	
Date	

Person Specification

Person Specification - Essential Criteria	Desirable	Measured by
Experience		<ul style="list-style-type: none"> • AF

<ul style="list-style-type: none"> • Previous work in a school or similar environment or basic building repairs, or maintenance, grounds maintenance work or using industrial/electrical/mechanical equipment. • General understanding of health and safety issues 	<ul style="list-style-type: none"> • Working within a secondary school setting • Wanting young people to succeed <ul style="list-style-type: none"> ○ 	
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ in Property/Site Maintenance or equivalent experience • Training in the use of hand tools or equivalent experience. • Training in the use of electrical or mechanical equipment. 	<ul style="list-style-type: none"> • First Aid Qualification • Relevant Trade Qualification 	AF
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation 		AF/I

<ul style="list-style-type: none"> ● Proactively seek opportunities to increase job knowledge and understanding ● Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members ● Works with others to resolve differences of opinion and resolve conflict ● Requires minimum supervision ● Takes quick and effective action ● Ability to keep calm at all times, even under pressure ● Of smart, personable appearance ● Demonstrates focused implementation of role and responsibilities ● Is accountable for own development and encourages the ownership of development needs amongst team members ● 		
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Administration use only	
Job Ref	
Academy Committee Approval	
Last Updated	

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE	
Post Reference: S0010	Post Title: Site Maintenance Operative
Commitment & Motivation	
<ul style="list-style-type: none"> ● Displays energy and enthusiasm for work and is motivated to achieve, demonstrates flexibility ● Identifies own development needs and seeks learning opportunities understanding learning priorities that link with Academy's aims and objectives ● Engages in every learning opportunity and reflects on and develops own practice ● Liaises effectively with people demonstrating a willingness to share knowledge, learning and experience with others ● Uses initiative within clearly defined guidelines and displays sound judgement, based on factual information when making decisions ● Monitors own performance against high standards ● Actively seeks feedback, to inform self-development plans 	
Problem Solving & Decision Making	
<ul style="list-style-type: none"> ● Shows openness to new ideas and makes timely, confident decisions on a day to day basis ● Takes ownership and makes decisions that are achievable based on the appropriate information ● Uses initiative to make decisions without formal guidelines ● Gathers all relevant information to make informed decisions ● Analyses statistical information based on issues / trends to support decision making ● Takes ownership of problems and trials new approaches to reach a successful resolution 	
Planning & Organisation	
<ul style="list-style-type: none"> ● Organises and manages own tasks and work time effectively ● Implements operational plans for own areas of responsibility under guidance ● Provides feedback to inform planning ● Prepares resources including where appropriate relevant ICT 	

<ul style="list-style-type: none"> ● Prepares for a specific activity taking account of varying needs and abilities of stakeholders
Implementing Change <ul style="list-style-type: none"> ● Contributes constructively to support change in own area of work with a view to improving performance ● Uses initiative and knowledge to implement given tasks or plans. ● Identifies and makes recommendations for improving performance in their own area of work ● Approaches change in a positive, flexible and enthusiastic manner
Managing Objectives <ul style="list-style-type: none"> ● Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team ● Provides agreed feedback of effectiveness and progress ● Recognises the values, learning styles, management styles and ethos of the Academy
Raising Standards <ul style="list-style-type: none"> ● Contributes to setting individual objectives and agreeing measurable targets ● Maintains consistent performance ● Remains focused on delivering results ● Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing
Customer Focus <ul style="list-style-type: none"> ● Effective at drawing out information and understanding varying needs ● Contributes to planning and assessment of needs ● Observes and reports on progress ● Delivers under direction ● Takes ownership of issues, focus on providing the right solution depending on needs and abilities, keeping pupils and stakeholders up to date with progress ● Ensure that levels of service are maintained – identifying risks or concerns in order to meet pupil & stakeholder requirements ● Responsible for the safeguarding and welfare of pupils ● Has a good understanding of H&S legislation. Produces risk assessments, ensuring a safe working / learning environment
Communication <ul style="list-style-type: none"> ● Communication of straightforward information within familiar situations, with sensitivity and confidentiality ● Communicates effectively either verbally or in writing. ● Shares information with relevant parties in a timely manner ● Responds effectively to queries and provides accurate information, knowing when to refer ● Completion of standard proformas
Impact & Influence <ul style="list-style-type: none"> ● Understands the impact of own behaviour on others. ● Interacts positively within a team and will challenge inappropriate behaviour where appropriate.

- Develops personal networks and builds positive relationships.
- Discusses own needs and listens sensitively to the needs of others
- Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

Managing People

- Supervises the work of others, responsible for basic discipline escalating HR matters appropriately.
- Works effectively with others to support their work.

Team Working

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues, responds well to guidance

Qualifications & Skills

- Knowledge of the procedures for a range of tasks some of which, singly or in combination are relatively complex;
- Carries out a range of tasks following general procedures.
- Literacy skills required for the preparation of documents.
- Numeracy skills required to understand general arithmetic functions
- Regular and competent operation of specialised tools and equipment.
- Level of relevant experience – Moderate