

Site Maintenance Operative Job Description

Job Title:	Site Maintenance Operative
Date last reviewed:	Jun-24
Grade of post:	Evaluated at Grade 6
Location:	The Swan School
Line Manager:	Site Maintenance Supervisor
Disclosure Level:	Enhanced DBS

Job Purpose:

Under the guidance of appropriate senior staff: Be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area.

Main Responsibilities:

Security

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Provide emergency access to the school site

Maintenance

- Undertake appropriate repairs (ie ones not requiring qualified craftsman) e.g. redecorating and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor improvement works e.g. erecting shelves, notice boards, bookshelves or minor decoration programme as agreed with the site maintenance supervisor
- To be responsible for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking & undertake specialist cleaning tasks
- Coordinate deliveries to the school site
- Liaise with contractors
- Ensure that specialist sports equipment are maintained in accordance with specified standards
- 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.

Resources

- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils staff & visitors at all times

Organisation & Supervisory

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required
- Porter duties e.g. delivering mail, moving furniture and equipment
- Assist the lettings manager in the management, administration and operation of lettings system
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, and security and confidentiality, reporting all concerns to an appropriate person
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;

- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be 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.

The Swan School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.