



# Site Operative Candidate Pack

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Central Region  
Schools Trust

*Founded by the RSA*

# Principal's Welcome

We are seeking to appoint a Site Operative at Gospel Oak School who is aligned with our mission to support social justice through exceptional schools, our values and our distinctiveness culture. You must have a passion for working in challenging circumstances, in an area of high deprivation and be keen to improve the life chances of all the students.

An exciting opportunity has arisen for a Site Operative to join our team to support the Premises and Health and Safety Manager and Senior Site Operative.

Further information about the school can be found on our website.

We would be delighted to meet with interested candidates for informal discussions. Candidates can contact us via GOSHR@gspeloakschool.co.uk to arrange a meeting with a member of the Senior Leadership Team.

A handwritten signature in black ink, appearing to read 'S Brownlow', with a long, sweeping horizontal line extending to the right.

Stephen Brownlow  
Executive Principal



# ADVERT

# Advert

**Salary:** NJC Scale 3-4 Points 5-9 (£23,500 - £25,119)

**Hours:** Full Time - 37 hours (all year round)

**Start Date:** As soon as possible

The successful applicant will have previous experience of working in a building maintenance role and a qualification in a relevant trade is desirable.

The successful candidate will:

- Have attention to detail when undertaking duties
- Be flexible to changing demands of the post
- Have the ability to work both alone and within a team to achieve specified standards
- Be able to work with minimum supervision
- Have the ability to prioritise work
- Have the ability to manage time effectively to complete tasks to a high level
- Have knowledge and understanding of what constitutes high quality and how to secure it within the school
- Take pride in a job well done
- Be committed to promote and support the vision, values and ethos of the school
- Have the ability to be assertive when dealing with student behaviour matters
- Have excellent communication skills
- Be a calming influence on the student body
- Be IT literate

You will be joining a group of 13 successful schools serving approximately 7000 children from nursery through to 18 years of age as part of the Central Regions Schools Trust, founded by the RSA. The school is highly aspirational, boasting fantastic facilities for both students and staff.

## Job Description

As a Site Operative, you will be responsible for the improvement, maintenance and cleanliness of the school buildings and grounds, ensuring that the buildings, site and facilities are maintained to the highest standards for school use and other users.

The Site Operative must

- Be responsible for improvement, maintenance and cleanliness of the school buildings and grounds, ensuring that the buildings, site, and facilities are available for school use and other users, whenever they are needed.
- Participate in the shift pattern with other site team members, responsible for the security of the school and participate in the on-call rota.
- Liaise with in-house cleaning staff and external cleaning contractors.

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- Have the ability to carry out general cleaning duties as detailed in the job description
- Support the Premises and Health & Safety Manager in achieving collaborative work across the school.
- Embody the values, vision and ethos of the Central Region Schools Trust and Gospel Oak School and assist the principal in delivering policies which will ensure high quality and successful outcomes.

General duties will include:

- To ensure the security and efficient operation of the school site, buildings and grounds at all times, in accordance with the Health & Safety at Work Act 1974.
- Opening and closing the school as appropriate, initial inspection of site for vandalism of items requiring building maintenance and security of all doors and windows checking cleaning standards.
- Initiation of a response procedure following activation of intruder alarms.
- Participate in the emergency evacuation procedure and when necessary, deputise for the Premises and Health & Safety Manager.
- To check all access controlled gates and doors around site for full functionality each morning and evening to ensure the site and occupants are safe and secure.
- To promote and monitor safe parking around the school site ensuring rules and floor markings are adhered to.
- To monitor the CCTV system as and when necessary.
- To be responsible for repairs and maintenance at the school, including the inspection of required repairs and, where necessary, the identification of external contractors.
- Emergency action to minimise the effects resulting from burst pipes, vandalism, fire damage, work on site, etc prior to repair or remedial work being undertaken by specialist agencies and to monitor and protect the facilities until secure.
- To maintain the school grounds, paths, and boundaries.
- Be constant and consistent in the removal of graffiti, rubbish, chewing gum of site areas and encourage students to respect the building.
- Undertake the regular inspection of the building, grounds, and furniture to identify damage, vandalism, wear and tear to ensure repairs are carried out promptly and efficiently.
- Monitor the performance of cleaning staff/contractors to ensure high standards of cleaning are maintained throughout the school and undertake cleaning duties when directed by the Premises and Health & Safety Manager.
- Inspection and checking of clearing of blockages in sink waste traps (excluding laboratories) toilet cleanliness, the cleaning of areas affected by bodily fluids and disposing of in accordance with Health & Safety regulations.
- To ensure that all members of site services comply with keeping windows and other glass areas clean throughout working hours.
- To ensure school site is litter/gum/stain free as far as reasonably practicable throughout working patterns ensuring all outside bins are monitored and emptied as necessary.
- To ensure leaf clearance is maintained to ensure safe pathways, clear drainage, and site tidiness.
- Snow clearance to main routes of access/egress as far as reasonably practicable and to maintain stock of grit/salt to ensure the school has supplies all year round and participate in the call-out system when needed.

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- To monitor and ensure cleanliness via all members of site services of all communal toilet areas making sure they are adequately stocked and ready for use at all times during operational hours.
- Carry out general cleaning duties.
- To assist with PAT testing of all electrical equipment (including IT) as and when requested.
- General upkeep of the school buildings including decoration, grounds maintenance etc.
- Upkeep and regular review outstanding jobs/contracts via Property Prefect software.
- Maintenance of records re. fire-fighting equipment and identifying faulty items to the Premises and Health & Safety Manager.
- Using the online ordering system to compile orders to comply with operational needs reducing the need for expenditure where possible.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light, bulbs/tubes and arrange to replenish supplies in accordance with current procedures.
- To ensure daily monitoring of the Building Management System and BMS alert systems and to investigate and action or report any faults to the maintenance teams responsible within 2 hours of finding a fault.
- To greet, direct and support where necessary visitors to site when involved in lettings organised by the school and to ensure areas being let out are tidy and clean.
- To liaise with event organisers regarding requirements and to organise site services effectively to ensure school events are set up and cleaned ready for the required time.
- To take receipt of deliveries to the academy and to distribute to required areas around the building updating the finance team with proof of delivery.
- To move furniture and fittings as and when necessary, in compliance with manual handling regulations.
- To supervise students involved in restorative practices payback scheme whilst undertaking site duties.
- To ensure the school vehicles are kept clean and tidy both inside and out and checking monthly in accordance with MIDAS advice oil levels, tyre pressures etc.
- Participate in the transportation of students/staff to various events/locations.
- Participate in the school First Aid cover scheme.
- To carry out any other reasonable duties as directed by the Premises and Health & Safety Manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff 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. This job description will be reviewed annually and the Principal reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

All staff are responsible for promoting and safeguarding the safety and welfare of children and young adults.

# Person Specification

Criteria	Essential	Desirable	Method of Assessment
 <p>Education and Qualifications</p>	<ul style="list-style-type: none"> <li>• Basic trade skills i.e. electrical plumbing/general/Decorating building maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Trade qualifications such as electrical (17th Edition basic introduction) plumbing/general building maintenance (NVQ Level 2)</li> <li>• First Aid certificate</li> <li>• Health and Safety qualification i.e. IOSH or equivalent</li> <li>• MIDAS Minibus driver certificate</li> </ul>	<p>Application form and interview</p>
 <p>Experience</p>	<ul style="list-style-type: none"> <li>• Site maintenance/supervision experience in an education environment or similar</li> <li>• Minimum of two years' experience working in a building maintenance roles</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting or within a youth environment</li> <li>• Experience of working within a large site with multiple requirements and considerations</li> <li>• Experience of working with Building Management Systems</li> </ul>	<p>Application form and interview</p>
 <p>Skills and Qualities</p>	<ul style="list-style-type: none"> <li>• Attention to detail when undertaking duties</li> <li>• Be flexible to changing demands of the post</li> <li>• Ability to work both alone and within a team to achieve specified standards</li> <li>• Able to work with minimum supervision</li> <li>• Ability to prioritise work</li> <li>• Ability to manage time effectively to complete tasks to a high level</li> <li>• Take pride in a job well done</li> <li>• IT literate</li> </ul>		

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	<ul style="list-style-type: none"><li>• Knowledge and understanding of what constitutes high quality and how to secure it within the school</li><li>• Commitment to promote and support the vision, values and ethos of the school</li><li>• The ability to be assertive when dealing with student behaviour matters</li><li>• Excellent communication skills</li><li>• Be a calming influence on the student body</li></ul>		
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## Next steps

If you are excited by this role and believe you have the vision and values to fulfil this challenge, then please contact the HR department on [GOSHR@gospeloakschool.co.uk](mailto:GOSHR@gospeloakschool.co.uk) or by calling us on 0121 556 1351.

A visit to the School and an informal chat with the Principal is welcomed and encouraged prior to making your application.

**Closing Date:** Thursday 11th July 2024 @ 10am

## Want to know more about Gospel Oak School?

Please visit our website [www.gospeloakschool.co.uk](http://www.gospeloakschool.co.uk), the Central Region Schools Trust website [www.centralregionschoolstrust.co.uk](http://www.centralregionschoolstrust.co.uk) and don't forget to take a look at [our promotional video](#).

The Central Region Schools Trust are committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, 2 work references and other employment checks.



Please take a look at:

Our Distinctive Culture

Our termly publication to recognise the successes across the Trust, DesignEd





**Gospel Oak School**

Bilston Road

Tipton

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[www.gospeloakschool.co.uk](http://www.gospeloakschool.co.uk)

0121 556 1351



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