LEICESTER GRAMMAR SCHOOL

JOB DESCRIPTION

POSITION: Site Services Operative

REPORTS TO: Head of Site Services

WORKING HOURS: 7.00am to 4.30pm Monday to Friday plus some overtime (paid separately), with a one hour unpaid lunch break. This post involves working through the year, with annual leave, and not just during term-time

SALARY & BENEFITS: Competitive, depending on skills and experience. 20 days per annum annual leave plus all bank holidays and four additional days leave over the Christmas period.

PURPOSE OF JOB: As part of the Site Services team, to assist with the maintenance of School buildings, plant and equipment. Help to ensure the smooth day to day operation of the School site.

JOB RESPONSIBILITIES:

1. Assist the Head of Site Services in carrying out a programme of regular servicing and maintenance.

2. Check facilities, plant, buildings and equipment on a regular basis, to ensure efficient and safe operation. Report any faults as soon as they arise and take appropriate corrective action.

3. Ensure the School site provides a safe, tidy and attractive environment both indoors and out. This will involve tasks such as litter-picking, emptying bins and reporting to the Head of Site Services any defects in the cleaning regime.

4. Assist with the smooth day to day operation of the School, moving furniture, setting up rooms in readiness for different activities, distributing incoming and outgoing post.

5. Follow School procedures when locking and unlocking the site and individual buildings within it, including thorough checking of windows and doors. Report any evidence of forced entry or attempted forced entry. Be alert to the potential threat posed by intruders during school hours and take appropriate action if any unauthorised person is found on the site.

6. Carry out and document regular tests of fire prevention and detection systems, under the direction of the Head of Site Services. This includes regular checks of fire alarm points, emergency lighting, fire extinguishers and alarm sounders. Inform the Head of Site Services immediately if any faults are identified.

7. Carry out minor repair and maintenance work around the site, where tasks fall within the employee's competence and expertise.

8. To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.

9. To familiarise yourself with the Trust's Health and Safety Policy and to comply fully and at all times with the Trust's health, safety, welfare and fire arrangements.

10. To report to the Trust any medical condition you have and any medication or substance you are taking which could affect the safety of yourself and others.

11. Carry out regular primary safety checks of School vehicles.

12. Proven ability to carry out minor building fabric repairs, M&E maintenance items and installations (eg installing shelving, signs etc.)

13. Document work carried out, when required to do so, in the format specified by the Head of Site Services. This will include use of databases and spreadsheets.

14. Behave in a courteous and professional manner at all times.

15. Any other tasks as reasonably requested by the Head of Site Services.

PERSON SPECIFICATION

Relevant skills and experience to carry out the job:

- Excellent communication skills, and the ability to deal with a wide range of people including pupils, staff, parents and contractors.
- Direct experience of work within the building trade would be advantageous
- Ability to problem solve.
- Ability to work flexibly.
- Ability to work independently, as well as working as part of a team.
- Knowledge of manual handling, risk assessment with a good understanding of Health & Safety systems.
- IT skills, including use of e mail, Word and Excel.
- A valid driving licence.

Receipt of a satisfactory DBS check and references are a condition of employment with the Trust.

September 2018