



JOB DESCRIPTION

POST TITLE: Site Operative

SALARY: NJC Scale 4, Points 18 – 21 pro rata

HOURS: 17 hours per week, Term time only 38 weeks per annum
3.00pm to 6.30pm

RESPONSIBLE TO: Assistant Site Manager and Site Manager

JOB SUMMARY:

The holder of this post is responsible to the Assistant Site Manager, for caretaking, cleaning and minor repair work. The post will initially involve afternoon, evening and weekend work associated with lettings,

DUTIES AND RESPONSIBILITIES:

Security:

1. Ensure the security of the school.
2. Unlock and lock up the school as appropriate.
3. Set / deactivate the alarm system as appropriate.

Maintenance:

To help see that the school is maintained in excellent condition. This will involve the following activities:

1. **Minor Repairs:** To doors, locks, hinges, furniture, carpets, repointing walls.
Minor repairs to walls.
2. **Cleaning:** Windows inside and ground floor windows outside.
Shampoo, vacuum carpets.
Clean floors.
Clean walls.
Clean worktops/tables & chairs.
'Deep' cleaning toilets.
Litter picking / emptying bins.
Changing rooms to be cleaned after use- sometimes to be used again immediately
3. **Improvements:** Decorating / repairing walls.
Installing pinboard or wallboards.
Installing shelving.
Assembling furniture.
4. **Lifting/carrying:** Moving furniture
Taking Deliveries to the departments round site

Lettings:

1. To prepare for and clear up after any lettings.
2. To provide assistance to hirers if required.
3. To ensure that hirers comply with the conditions of the 2003 Licensing Act (guidance given).
4. To ensure that hirers observe the Schools Health & Safety Policy.

General

1. To carry out any other reasonable request from the Headteacher, Leadership Group or Line Manager in line with their pay grade.

METHODS OF WORKING:

The post holder will be expected to:

1. Undertake any necessary training associated with the duties of the post.
2. Maintain confidentiality at all times and to observe Data Protection Guidelines.
3. Understand and comply with the school's equal opportunities and other policies.
4. Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.