JOB DESCRIPTION

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| JOB TITLE  GRADE | Regional Site Operative  Scale Point 17-22 (£17,772-£20,661)  Full time, Fixed Term with possibility to become permanent |
|  | E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. |
| PURPOSE OF JOB  Provide a service to regional sites consisting of premises security, lighting, heating, cleaning, maintenance, operation of plant, porter and handy person duties | |
| Line managed by: Regional Facilities Manager  Line managing: N/A | |
| KEY RESPONSIBILITIES   * Be responsible for the effective and efficient day to day management of regional academy facilities | |
| MAIN ACTIVITIES   * Responsible for liaising with security services and deal with alarm systems as appropriate * Maintain high level of security across the academy premises * Key holding duties for locking and unlocking of premises * Check operation of fire alarms, emergency lights and firefighting equipment on regular basis * Responsible for general housekeeping and liaison with cleaning staff to ensure premises remain in suitable and safe condition * Complete statutory testing as and when required to manufacturer’s standards ensuring record keeping is up to date and accurate including boilers, sprinklers, fire alarms etc. * Undertake emergency cleaning as and when required * Clean and tidy all outside spaces, paths, gullies and drains including litter picking and emptying of bins including snow clearance when required * Remove graffiti from internal and/or external spaces using appropriate equipment and materials * Basic maintenance of caretaking/cleaning equipment and ensure safe storage. Report faults to Regional Facilities Manager * Transport refuse to bins in agreed collection points for agreed collection times * Carry out porter duties as required including receipt of goods and supplies * Set out/put away furniture and equipment for functions, meetings and exams * Arrange temporary car parking arrangements and signage as and when required * Ensure Health and Safety compliance with regard to all regulations, policies and codes of practice * Collect or order purchasing of goods as required for completion of any caretaking or maintenance jobs * Ensure adequate stock management of material and equipment including paper towels, toilet rolls, soap etc. * Monitor usage for energy and water services on monthly basis * Monitor all contractors on site and ensure work is completed to required standard. * Identify and report any repairs, maintenance or replacements that require action * Carry out basic maintenance work following appropriate training * To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture.   General maintenance of building:-  Plumbing i.e. leaking taps  Joinery i.e. boarding up broken windows  Painting/Decorating  Plastering to small areas.  Re-glazing to ground floor level.  Electrical i.e. make safe broken light switch/sockets plugs.  Tape over or isolate from further use. Report repair at earliest opportunity  Gas Leaks etc isolate, turn off gas supply. Report repair at earliest opportunity.  Others as necessary within the capabilities of the post holder.  Clean lights and light fittings.  Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse. | |
| Additional duties   * Comply with and assist with the development of policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the Academy * Develop constructive relationships and communicate with other agencies/professionals * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others * To undertake any other duties appropriate to the grade of the post as requested by the Regional Operations Director.   Special Conditions  Possibility of some evening work  Work across regional locations | |