



# The Petchey Academy

<b>Post:</b>	Facilities Operative (including grounds)
<b>Responsible to:</b>	The Headteacher and the Governing Body of The Petchey Academy; under the day-to-day leadership of the Facilities Manager
<b>Responsible for:</b>	No line management responsibility
<b>Remuneration:</b>	Scale 3 (point 5 -6) £23,838 - £24,270 FTE
<b>Status:</b>	Full Time. Permanent Shift Basis on rotation hours between 6 am – 6 pm

## **Purpose of the Post**

- To have the highest expectations of all students, using effective resources and methods to achieve the highest standards of learning and achievement for all students.
- To provide effective facilities support to the Academy and ensure the buildings and surrounding areas are maintained to the required standards.
- To be responsible together with other members of the Facilities Team for the security of the Academy's buildings.
- The role also involves various statutory compliance (fire safety and water hygiene) checks
- To ensure compliance with health and safety regulations is maintained at all times.

## **Specific Responsibilities:**

- Assist in the planned and reactive maintenance of tasks directed via the Academy's Facilities Helpdesk.
- Assisting and carrying out all Facilities-related internal waste management products and consumables, ensuring compliance.
- Assisting the Facilities Unit to ensure the estate remains clean of litter and unwanted debris.
- To report all Health and Safety issues directly to the Facilities Manager and, in their absence, the Assistant Facilities manager.
- Assist with evacuations
- Assisting in any reactive cleaning requests that may require extra support.
- Ensuring that all tools are maintained, serviced and are stored securely after close of shift. Any defects are reported to the Facilities Manager.
- To carry out the full delivery of any school events or lettings, including planning, removal and reinstating furniture and other items.
- Carry out any administrative duties as requested by the Facilities Manager.
- Arrange and remove furniture, fixtures or fittings as instructed by the Facilities Manager.
- Drive the academy minibus or van as required to any functions or educational visits if legally able to drive.
- To undertake any relevant training to support the function of Facilities or the academy's mission.

- Report any Health and Safety or security incidents to the Facilities Manager or in his/her absence the Chief Operating Officer.
- To carry out training and to assist in First Aid as required.
- To undertake any other such duties and responsibilities of an equivalent nature as may be determined by the Facilities Manager around the FM function.
- To occasionally work weekends as requested to support external lettings or works out of hours.
- To assist with on-call rota for emergencies out of hours

### **Maintenance and Repairs**

- Undertake all carpentry, flooring, glazing, painting, decorating, and plumbing works as requested by the Facilities Manager.
- Carry out any maintenance helpdesk requests as directed by the Helpdesk Assistant Facilities manager or Facilities Manager.
- Monitor and adjust all heating and cooling systems ensuring all energy and sustainability measures are adhered to.

### **Grounds Maintenance**

- To ensure the care, maintenance, upkeep and development of all of the grounds, trees, lawns, flowerbeds,–
  - hedge & grass cutting,
  - maintenance of machinery,
  - arboreal works, including tree audits & leaf control
  - bed maintenance, including shrub and borders
  - snow clearance, gritting of paths, car parks and roadways
  - access road clearing
- The checking and day-to-day maintenance of vehicles, plant and equipment, small tools etc. to ensure that all is in safe working condition. Recording and reporting any defect etc.

### **General Duties**

- To carry out other duties in line with the overall purpose and responsibilities of the post.
- To comply and actively promote academy policies, including Behaviour for Learning, Inclusion, and Health and Safety.
- To promote positive pupil conduct. To confront negative pupil conduct and take appropriate steps to deal with it.
- Develop high-quality functional relationships across the staff, students and families

### **Managing People**

- Take part in the Performance Management process

### **Make a strong contribution to the day-to-day management of the Academy**

- Ensure that Health & Safety and Child Protection procedures are strictly adhered to in the areas you are responsible for.
- Model the highest expectations and act as a strong presence around the academy
- Act as a role model for staff and students through personal and professional conduct.

### **Commitments**

All staff must be fully committed to:

- the highest possible expectations of all students;
- equity, diversity, inclusion and social justice;

- o safeguarding and promoting the welfare of children;
- o their own professional and personal development.

### **EQUALITY AND DIVERSITY**

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect, and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

### **SAFEGUARDING CHILDREN**

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

**Note: This job description will be reviewed annually.**

### **Qualifications**

1. Good general education to include Maths and English to Grade C, or willingness to undertake. (E)
2. First Aid Training (D)
3. Appropriate skills in carpentry, floor surfacing, glazing and plumbing (D)

### **Experience**

4. Has knowledge, skills and experience and the appropriate behaviour required in relation to relationships with students.
5. Experience of working within a Facilities environment. (E)
6. Proven experience of delivering a customer-focused service. (E)

### **Knowledge and Skills**

7. Practical knowledge of the H&S at Work Regulations (E)
8. To be able to carry out various manual tasks (E)
9. Current valid driving license (D)

### **Personal Qualities and Attributes**

1. A commitment to the aims and values of community comprehensive education, the academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
2. The ability to establish effective and appropriate relationships with students and staff.
3. Is flexible, able to work under pressure and meet deadlines.
4. Understands the importance of professionalism and confidentiality.
5. Is a strong role model for staff and students.
6. Has a proven record of excellent attendance and punctuality.