



Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

Job title	Estates Operative
Reporting to	Headteacher, Estates Manager / Supervisor
Main purpose of job	To assist in the maintenance and security of the school Hub premises and site, ensuring a safe working environment, as directed. This consists of security, mechanical, cleaning, site and grounds maintenance, portering and estate operative duties to provide an efficient support service to the site users.
Key responsibilities:	
Security of premises:	
<ul style="list-style-type: none">• Maintain security of the site, i.e., opening and closing of the premises, checking for potential issues to ensure a safe environment.• Share designated key holder duties, including providing out of hours and emergency access to the school site if required.• Responsibility for the delivery of effective level of security of buildings and grounds, switching on/off intruder alarms, internal and external lights as necessary; liaising with security services and managing alarm systems as appropriate.• Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) to ensure the day to day needs of the establishment are met.• Liaise with emergency services (e.g., police, fire brigade, education officers) when required• Make premises secure in the event of break-ins or vandalism.• Report incidents to the Headteacher, Deputy Headteacher, Estates Manager and/or duty employee.• Check operation of fire alarms, extinguishers, emergency lights and fire hoses on a regular basis. Maintain records of these checks.• Make safe gas, water and electric power when locking up.	

Cleaning tasks:

- Undertake regular cleaning and tidying of all site areas.
- Undertake the maintenance of school caretaking/cleaning equipment and ensure safe storage.
- Report any housekeeping concerns to the Estates Manager.
- Clearing of snow off main paths, steps and ramps to facilitate safe access of pupils and staff.

Planned and reactive maintenance:

- Monitor contractors on site and ensure that work is completed to specification, maintaining records.
- Undertake weekly health & safety checks to ensure site health & safety compliance.
- Undertake cleaning of lights, light fittings and fuses. Check and replace faulty lights, tubes and starters.
- Undertake planned preventative maintenance checks and record findings.

Reactive –

- Carry out basic maintenance work following appropriate training. i.e., 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
 - Arrange for a qualified person to deal with all utility emergencies (water, gas, electrical), making safe initially and ensuring supplies are turned off.
- Use the Dean Trust software, attend to site issues raised by colleagues in a timely manner.
- Update software in regards to site issues raised to ensure audit trail is maintained.

Administration:

- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment all site users, including but not limited to, adherence to procedures and policies such as Asbestos Management Policy, Legionella Inspection Reports, COSHH assessments.
- Maintain suitable information systems appropriate to the post and needs of the site.
- Organise and prioritise workload in conjunction with the Estates Manager and team.
- Ensure Estates Manager is informed of orders for materials as required for the efficient completion of caretaking maintenance tasks.
- Liaise with the Private Finance Initiative (PFI) site staff when necessary.

General duties:

- Perform duties in line with health and safety regulations and take action where hazards are identified, reporting serious hazards to the Headteacher / Deputy Headteacher/Estates Manager immediately.
- Impart special skills and knowledge to other colleagues as appropriate.

- Carry out portage duties as required including receipt of goods and supplies.
- Maintain close working relationship with Estate Manager, other staff and liaise with establishment users as necessary.
- Complete the planned preventative maintenance of the estate (in house checks) and update records utilising the appropriate Trust software/recording methods.
- Set out/put away furniture and equipment for examinations, functions and meetings.
- Oversee school deliveries.
- Undertake general grounds maintenance tasks.
- On occasion, provide estates support to other Trust schools, for example during school holidays.
- Support any internal and external health and safety visits/audits.
- Other duties as necessary within the capabilities of the post holder.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the Dean Trust Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of colleagues as appropriate
- Promote the area of responsibility within the school, Trust and beyond
- Represent the school / Trust as appropriate
- Support and promote the Trust ethos
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post
- Undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



Person Specification

Education and qualifications	Essential <ul style="list-style-type: none">• Proficient technical and practical skills relevant to the job Desirable <ul style="list-style-type: none">• Evidence of relevant training e.g., asbestos awareness, water hygiene, fire safety• Evidence of health & safety training, e.g., working at heights, COSHH• Evidence of first aid qualification, AED training• Technically qualified in property related services (painting, joinery and electrician – City & Guilds, EITB CITB)• Full UK driving licence (two years or more)
Experience	Essential <ul style="list-style-type: none">• Experience in a similar or associated estates/facilities or construction role
Knowledge	Essential <ul style="list-style-type: none">• An understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety• Able to carry out maintenance and other practical tasks, such as basic plumbing, carpentry, electrics, decorating and deep cleaning• Basic written and numerical skills• Basic IT skills Desirable <ul style="list-style-type: none">• Ability to maintain accurate and timely records as required by the role e.g., contractors' schedules• Knowledge of Building Management System programmes/CCTV systems
Skills and abilities	Essential <ul style="list-style-type: none">• Ability to organise and prioritise work load and to use one's own initiative to complete tasks• An enthusiastic and positive attitude• Proven ability to contribute to team working and to demonstrate interpersonal skills, sufficient to ensure effective working relationships with pupils, colleagues and visitors• Flexible approach to working arrangements and hours of work• A willingness to learn and adapt skills and competencies and undertake training and professional development Desirable <ul style="list-style-type: none">• The use of planned preventative maintenance systems and log books