



**Central Region
Schools Trust**
Founded by the RSA

Job Description

Site Operative

Reporting to: Site Manager

Responsibility Level: Scale 2, SCP 3-4

Job Purpose:

- To support the Site Managers with the improvement, maintenance and cleanliness of the schools' buildings and grounds, ensuring that the buildings, site and facilities are available for school use and other users, whenever they are needed.
- Participate in the shift pattern with other site team members, being responsible for the security of the schools and participate in the on-call rota.
- Liaise with external contractors.
- Carry out general cleaning duties as detailed in the job description.
- To support the Site Managers in achieving collaborative work across the schools.
- To embody the values, vision and ethos of the Central Region Schools Trust and assist the Principals/Heads of School in delivering policies which will ensure high quality and successful outcomes.

Duties & Responsibilities:

- To ensure the security and efficient operation of the school sites, buildings and grounds at all times, in accordance with the Health & Safety at Work Act 1974.
- Opening and closing the schools as appropriate, initial inspection of site for items requiring building maintenance and security of all doors and windows and checking cleaning standards.
- Initiation of a response procedure following activation of intruder alarms.
- Participate in the emergency evacuation procedure and when necessary deputise for the Site Manager.
- To check all access controlled gates and doors around site for full functionality each morning and evening to ensure the site and occupants are safe and secure.
- To promote and monitor safe parking around the school sites, ensuring rules and floor markings are adhered to.
- To be responsible for repairs and maintenance at the schools, including the inspection of required repairs and, where necessary, the identification of external contractors.
- Emergency action to minimise the effects resulting from burst pipes, vandalism, fire damage, work on site, etc. prior to repair or remedial work being undertaken by specialist agencies and to monitor and protect the facilities until secure.



Central Region
Schools Trust

Founded by the RSA

- To maintain the school grounds, paths and boundaries, working with external contractors as appropriate.
- Be constant and consistent in the removal of litter, chewing gum etc. around the sites and ensuring all outside bins are monitored and emptied as necessary. Encourage pupils to respect the school environment.
- Undertake the regular inspection of the building, grounds and furniture to identify damage and wear and tear to ensure repairs are carried out promptly and efficiently.
- Monitor the performance of cleaning staff/contractors to ensure high standards of cleaning are maintained and undertake cleaning duties when directed by the Site Managers.
- Inspection, checking of clearing of blockages in sink waste traps (excluding laboratories) toilet cleanliness, the cleaning of areas affected by bodily fluids and disposing of waste material in accordance with Health & Safety regulations.
- To ensure that all members of site services comply with keeping windows and other glass areas clean throughout working hours.
- To ensure leaf clearance is maintained to ensure safe pathways, clear drainage and site tidiness.
- Snow clearance to main routes of access/egress as far as reasonably practicable and to maintain stock of grit/salt to ensure the schools have supplies all year round and participate in the call-out system when needed.
- To monitor and ensure cleanliness via all members of site services of all communal toilet areas making sure they are adequately stocked and ready for use at all times during operational hours.
- Carry out general cleaning duties.
- To assist with PAT testing of all electrical equipment (including IT) as and when requested.
- General upkeep of the school buildings including decoration, grounds maintenance etc.
- Upkeep and regular review outstanding jobs/contracts via Property Prefect software.
- Maintenance of records re. fire-fighting equipment and identifying faulty items to the Site Manager.
- Using the online ordering system to compile orders to comply with operational needs reducing the need for expenditure where possible.
- To monitor stock levels of consumable items such as fuel, grit, toiletries, light, bulbs/tubes and arrange to replenish supplies in accordance with current procedures.
- To support with setting up and taking down arrangements for tests and assemblies.
- To greet, direct and support where necessary visitors to site when involved in lettings organised by the school and to ensure areas being let out are tidy and clean.
- To liaise with event organisers regarding requirements and to organise site services effectively to ensure Academy events are set up and cleaned ready for the required time.
- To take receipt of deliveries to the academy and to distribute to required areas around the building updating the finance team with proof of delivery.
- To move furniture and fittings as and when necessary in compliance with manual handling regulations.



**Central Region
Schools Trust**

Founded by the RSA

- Participate in the school First Aid cover scheme.
- To carry out any other reasonable duties as directed by the Site Manager.
- To support other Academies within Central Region Schools Trust if required

Notes:

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

June 2021