Job Description — Site Operative

In Toto Ed London

Post	Site Operative
Location	One post at each site: Blackheath, London; Fordham, Cambridgeshire; Peterborough. Occasional cover at the other sites
Reports to	Estates Manager (until the Estates Manager is appointed, the fractional Head of Estates)
Salary	£37,000- £42,000 per annum + 23 days' annual leave per annum, in addition to recognised public and bank holidays.
Hours	Full time. Working pattern set for each site (see below). Fordham is likely to be a split shift
Contract	Permanent, Full time
Start date	As soon as possible
Safeguarding	This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an Enhanced DBS check with children's barred list check, satisfactory references and full pre-employment safer recruitment checks.

Purpose of the role

To keep the school buildings and grounds safe, secure, clean and in good working order, carrying out the planned checks and maintenance for the site, dealing with repairs, and helping staff so that the school day runs smoothly. The site operative is the eyes and ears of the estates team on site.

Site details

Site	Buildings	Working pattern	Site-specific duties
Blackheath, London	Number 1, Number 5 and St Agnes House	To cover opening and locking, with hours agreed (to be confirmed)	Several buildings in a busy town setting; deliveries and visitors; escorting contractors in occupied buildings
Fordham, Cambridgeshire	Six buildings on a business estate, with a fenced compound	Likely split shift: opening up and morning checks, then afternoon to end of day, when rooms are free for maintenance (to be confirmed)	Organising taxi arrivals and departures, including knowing the drivers and pick-up points; perimeter fencing, gates and external areas; keeping gates and boundaries secure; liaising with neighbouring businesses on the estate
Peterborough	Fenlake House and the construction workshop	To be confirmed	Checks on the workshop and its equipment with curriculum staff; monitoring the area affected by the leak until repairs are complete

Responsibilities

Checks and compliance

- Carry out the in-house checks set for the site in iAM Compliant, on time, and close each job with any readings or photos needed. These include the weekly fire alarm test, monthly emergency lighting test, water flushing and temperature checks, door entry and access control tests, fire door and escape route checks, and routine site safety inspections.
- Take part in fire evacuation drills and keep escape routes, fire exits and fire doors clear and working.
- Report anything that fails a check straight away and make it safe where you can.

Maintenance and repairs

- Carry out planned maintenance and minor repairs within your competence: for example lamps and light fittings, doors, locks and closers, furniture and fittings, minor plumbing, decorating small areas, graffiti removal and making good.
- Use iAM Compliant on a phone or tablet to see your jobs, close them when done and log any extra jobs staff ask you to do, so all the work you do is recorded.
- Report larger repairs that need a contractor to the Estates Manager, with photos and details.
- Keep tools, equipment, ladders and stores safe, checked and secure.

Security and site management

- Open and lock the buildings and grounds, set and unset alarms, and act as a key holder, responding to alarm activations on a rota.
- Patrol the site, check boundaries, gates and doors, and deal with anything that puts pupils, staff or buildings at risk.
- Keep paths, entrances and car parks clear and safe, including gritting and clearing snow and ice.

Contractors and visitors

- Meet contractors, check them in, give them the site induction, escort them where required and check their work is finished and the area left safe.
- Make sure contractors follow the safeguarding and health and safety rules for the site.

Supporting the school

- Move and set up furniture and equipment for lessons, events and exams.
- Receive deliveries and move them to where they are needed.
- Look after the grounds day to day, including litter, bins and waste, and report anything beyond routine upkeep.
- Work with teachers and support staff in a way that suits a school for pupils with special educational needs, staying calm and adapting how you work when pupils are around.

Health and safety

- Work safely and follow the risk assessments and safe systems of work for your tasks, including working at height, manual handling, hazardous substances and lone working.
- Report all accidents, incidents, near misses and hazards straight away through the agreed process.
- Wear the PPE provided and keep it in good condition.
- Complete the training required for the role and keep it up to date.

Safeguarding. In Toto Ed is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder will follow Keeping Children Safe in Education and the school's safeguarding procedures, including those for working alone or around pupils.

Rehabilitation of Offenders Act 1974. This post is exempt from the Act. Appointment is subject to an enhanced DBS check with barred list check, and relevant convictions, cautions and reprimands will be considered. Any arrest, conviction, caution or reprimand after appointment must be disclosed to the line manager.

Health and safety. The post holder must take reasonable care for their own health and safety and that of anyone affected by what they do or fail to do, and follow In Toto Ed's Health and Safety Policy and the risk assessments for the role.

Equality. In Toto Ed values diversity and expects all staff to treat pupils, colleagues and visitors with dignity and respect.

Flexibility. This job description reflects the main duties of the post. It may be reviewed and amended in consultation with the post holder to reflect the needs of the schools, in line with the grade of the post.

Person specification

Qualifications and training

Requirement	Essential	Desirable
GCSE English and Maths (grade C/4 or above) or equivalent	✓	
Recognised trade qualification (for example electrical, plumbing, carpentry or building)		✓
Training in fire safety, water hygiene, asbestos awareness, working at height or first aid		✓
IOSH Working Safely or similar		✓

Experience and knowledge

Requirement	Essential	Desirable
Practical experience of building maintenance and minor repairs	✓	
Understanding of safe working practices and risk assessment	✓	
Experience of recording work on a phone, tablet or computer system	✓	
Experience as a caretaker, site operative or maintenance person in a school or similar setting		✓
Experience of routine compliance checks such as fire alarm testing and water flushing		✓
Experience of iAM Compliant or another maintenance system		✓

Skills and personal qualities

Requirement	Essential	Desirable
Good practical skills and a sensible, safe approach to work	✓	
Reliable, flexible and willing to work the shift pattern for the site	✓	
Able to plan your own work and deal with interruptions during the school day	✓	
Calm and patient around pupils, some of whom may be distressed or unsettled	✓	
Good communicator with staff, contractors and visitors	✓	
Able to meet the physical demands of the job, including lifting and working at height	✓	

Committed to safeguarding and promoting the welfare of children and young people	✓	
Full driving licence (needed at Fordham for site and taxi coordination; desirable elsewhere)		✓