**Role Profile: Site Operative**

**Purpose**

The Site Operative is responsible for the effective and timely provision of maintenance services to the School and its staff. This includes ground maintenance, minor repair work and security duties, ensuring the site is safe and secure at all times. The Site Operative should have the ability to identify repair requirements, and arrange their satisfactory completion, which may be carried out either by contractors or, where deemed within their competency, by the Site Operative as agreed with the Cluster Facilities Manager (CFM). To be prepared for call out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to contractors etc., who need to work on site, and may include school holidays and weekends.

**Key Accountabilities**

* To act as a Deputy for the Cluster Facilities Manager – and being responsible for site management, H&S and compliance issues in the absence of the CFM.
* Coordinate and provide effective, timely, maintenance and support services in relation to the school buildings and grounds.
* Ensure the school grounds are clear of litter, unsafe objects etc., and coordinate the inspection of all playground equipment for condition and safe operation daily before 8am.
* Working with the CFM to ensure completion of daily inspections, reviewing safety of the grounds, paths, fences, gates and steps, etc., to which pupils/staff have or can gain access to.
* Ensuring all daily checks are completed and logged to ensure audit compliance.
* General security of the buildings and grounds including ‘opening and locking up’, operating the Fire Alarm and the Intruder Alarm systems during and including school holiday periods. Retrieving CCTV footage as and when required.
* Provide an ‘on-call’ emergency service out of hours.
* Provide services for school events out of hours including weekends.
* Working with the CFM to coordinate the set-up requirements for school events and assemblies and liaise with the event coordinator and CFM in order to ensure that the events are set up correctly and on a timely basis.
* General maintenance duties as directed by the CFM.
* Responsible for accepting any deliveries to the school, delivering the items to their designated locations.
* Assist with ground works including gardening and tidying up around the site as required.
* General minor repair work.
* Work closely with the CFM to ensure that all remedial works are completed in order to ensure site is compliant.
* Support CFM with all Health & Safety concerns ensuring that all open items are closed out effectively.
* Liaising closely with the CFM to ensure completion of a PPM schedule and regularly reviewing status of tasks.
* Awareness of budget constraints and ensuring all expenditure is approved by CFM.
* Any other duties as requested by the CFM, Operations Manager or any other member of the SLT.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Excellent communication skills with the ability to negotiate and manage challenging conversations. * Excellent organisational skills with the ability to pay close attention to detail whilst managing a busy workload. * Great problem-solving skills with the ability to make decisions, take accountably and responsibility for their actions. * Ability to be flexible and adaptable in order to manage school site properties and responsibilities, often out of normal school time. * Able to manage a busy workload often under pressure in order to meet school deadlines. * Able to work collaboratively with their stakeholders both internally and externally. * Must be detailed orientated. * Good IT skills, Word, Excel & Teams. | * Negotiation Skills. * Budget management. * Good motivational skills. |
| **Qualifications** |  | * First Aid certificate. * Asbestos Awareness certificate. * Legionella Awareness certificate. * Manual Handling at Work. * H&S Training * Fire Safety |
| **Experience** | * Previous site operative experience. * Proven experience of performing maintenance duties including plumbing, carpentry, electrical and other maintenance tasks. * General awareness of H&S rules and regulations. | * Previous experience of working in an educational environment. |

**Key Stakeholders:**

**Internal – Senior Leadership team**

**Cluster Operations Manager**

**Cluster Facilities Manager**

**Operations Team (Site Team, Cleaners)**

**Cognita staff (HR, Finance, H&S and Transport )**

**Teaching staff**

**External - Contractors**

**Parents**

**H&S Inspectors**

**Compliance Inspectors**

**Signed: …………………………………………. Name (print): …………………………………..**

**Date: ……………………………………………..**