

Wellspring Academy Trust



Job Description

Post Title: Caretaker / Estates Site Operative

Department: Estates Team

Reporting to: Estates Manager / Senior Site Operative

Salary within the range: Grade 2

Purpose of the post

- To provide a comprehensive, customer led, estates and facilities services to Wellspring Academy Trust by ensuring the efficient and effective running of maintenance operations for its schools.
- To ensure the schools are maintained to a high standard.
- To work on own initiative, unsupervised as part of the Wellspring Academy Trust estates management teams at the Wellspring Academy Trust sites.

Duties and Responsibilities:

- In conjunction with the Senior Site Operative, monitor and update the web based system (TRM) which monitors compliance areas in terms of health and safety and estates management, for example, building safety checks, weekly monitoring of legionella.
- In conjunction with the Senior Site Operative, assist with maintaining FM systems, policies and procedures to ensure the smooth operations of the schools.
- Assist by making a contribution to the development of the school sites to continually improve the buildings, sites, grounds to benefit pupils, staff and to enhance teaching and learning functions.
- Maintain building cleaning standards where appropriate.
- Assist by making contributions to the longer term 5-year cycle of estates management maintenance plans.
- Assist with the inspection and condition of school grounds, buildings, building services and facilities.
- Assist with the co-ordination of specialist contractors.
- Undertake planned preventative maintenance (PPM) within skills set, for example, fault finding, repairs, minor improvement works across the sites.
- Be responsible for the routine and emergency opening and closing of school premises and grounds when required. The post will be split shift pattern across the working day.
- Carry out security procedures for school buildings and grounds in accordance with building security policy.
- Report to Estates Manager or Senior Site Operative in the event of the following emergencies: fire; flood; break-in; vandalism; accident.

- Respond to emergencies, at all times whilst on shift or duty and carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc.
- Carry out necessary duties where alarm systems are installed.
- Ensure that all external hard covered surfaces are free from litter, weeds, excessive build-up of dirt or leaves and clean outside hard areas e.g. playground, paths and entrances, collect all litter. Clean gullies and drains at surface level when required.
- Operate heating and hot water supply plant (Boilers plant) where appropriate.
- Setting of fire alarms and emergency lighting systems.
- Provide an opening and closing service for the site and ensure that all windows and doors are secured at the end of the day.
- Carry out basic painting and decorating.
- Perform a wide range of the work of other trades as skill level permits.
- Undertake general portage duties including the movement of furniture, equipment and general deliveries.
- Replenish consumable items i.e. soap, towels, toilet paper etc as required throughout the school.
- Remove all refuse internally collected from within the school.
- During school closure periods undertake floor treatment work, i.e. preparation, application of polishes and seals and carpet shampooing, based on consultations with the Area Supervisor/Principal.
- Clean accessible light fittings, shades and diffusers and replace where necessary.
- Assist with the cleanliness of all areas whether these are cleaned by in-house facilities teams or outsourced contractors.
- Assist in the supervision of cleaning staff (where appropriate).
- Carry out and record facilities compliance checks.
- Deal with access requests by following the site procedures.
- To ensure that all visitors and callers to the schools are courteously and correctly received whether by telephone or in person.
- To work in conjunction with, and on occasions supervise the work of contractors on site.
- Maintain the FM tools and equipment in a clean, safe and secure & tidy condition at all times.
- Undertake statutory and mandatory training as requested.
- To maintain complete confidentiality of all information.
- Ensure that in carrying out all duties there is a compliance with statutory regulations, current legislation and local codes of practice and policies.
- To carry out the above duties in accordance with the schools Equal Opportunities Policy.
- Carry out additional and ad-hoc duties as required by the Senior Site Operative.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people thrive in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Competencies

Customer focus - Ability to anticipate customer and stakeholder needs, i.e. ultimately, they are here to provide a service to teaching and learning functions and our pupils.

Interpersonal communication - Able to communicate clearly and effectively with people inside and outside of the organisation, full appreciation of teaching and learning functions and needs.

Planning and organisation - Ability to effectively organise and plan work according to the needs of the sites.

Driving for results - Able to strive for high quality , self to excel and achieve site improvements.

Quality - Able to consistently promote and maintain high standards of quality at the sites.

Decisive judgement - The ability to make good decisions in a timely and confident manner.

Adapting to change - Able to adapt to changing situations and use computer and web-based technologies.

Innovation Ability - Able to generate creative solutions to problems that will result in better outcomes, i.e., a can-do attitude to everything at all levels in all sites.

Influencing/ persuading - Ability to effectively convince others to adopt a said course of action, critical within the team/s (people skills).

Teamwork and collaboration - Ability to effectively work and collaborate with others.

Conscientiousness – To be mindful of interpersonal and operational risks, threats and concerns, responding empathetically and proactively.

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Person Specification



		Essential / Desirable	How Identified (Application/ Interview)
Section	Information		
Education and Training			
	To be able to demonstrate a good all round standard of education.	E	A
	Qualifications relevant to the post (i.e. FM, Building Cleaning Certificate, Building/Joinery NVQs Level 2)	D	A
	Sound knowledge of safe maintenance and cleaning techniques	E	I/A
	General basic maintenance	E	I/A
	Health & Safety qualifications	D	A
Experience			
	Previous experience of an FM or an estates type role	E	I/A
	Experience of planned maintenance programme	E	I/A
	Experience in Health & Safety, statutory and compliance matters in relation to facilities and premises	E	I/A
	Understanding of providing a customer led service to schools	E	I/A
	Experience of working in an educational establishment or similar environment	E	I/A
	Understanding the needs of the school and the reactive nature	E	I/A
	Experience of keeping work records	E	I/ A
General and Specialist Knowledge			
	Awareness & understanding of basic safety and security measures	E	I/A
	Knowledge of building Health and Safety and COSHH regulations	E	I/A
	Knowledge of Statutory & Non-Statutory compliance	E	I/A
	Awareness of health & hygiene procedures	E	I/A
	Understanding of the issues associated with safety, site security and the ability to provide appropriate responses / actions	E	I/A

	Effective use of site equipment and other specialist equipment/resources for site maintenance & management	E	I/A
Skills and Abilities			
	Ability to work effectively and supportively as a member of the estates and school team	E	I/ A
	Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date	E	I/ A
	Ability to act on own initiative, dealing with any unexpected problems that arise	E	I/ A
	Ability to demonstrate good basic DIY skills, including joinery, plumbing and painting	E	I/ A
	Ability to demonstrate good interpersonal skills to communicate with a range of people	E	I/ A
	Ability to provide high quality supervision, training and support to cleaning staff	D	I/ A
	Good computer skills	E	I/ A
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity, willingness to maintain confidentiality on all school matters	E	I/ A
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	I/ A
	Willing to undertake training and continuous professional development in connection with the post.	E	I/ A
	Work in accordance with the Trust's values and behaviours.	E	I/ A
	Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites	E	I/A
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	I/ A
	Satisfactory DBS disclosure to work in an environment dealing with young people	E	I/ A
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	I/ A
	A commitment to safeguarding and promoting welfare for all	E	I/ A