**Wellspring Academy Trust**

**Job Description**

**Post Title:** Site Operative

**Department**: Estates

**Reporting to:** Operations Manager

**Salary within the range:**  Grade 2

**Purpose of the post**

* To provide, in support of the site managers, an effective caretaking and cleaning service across various sites within Wellspring Academy Trust.
* To work on own initiative, unsupervised as part of the estates management teams across the Barnsley sites
* To ensure that all visitors and callers to the schools are courteously and correctly received whether by telephone or in person.
* To maintain complete confidentiality of all information.

**Duties and Responsibilities:**

* Maintain building cleaning standards where appropriate
* Carry out and record facilities compliance checks, updating and monitoring web-based compliance systems
* 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
* Report to site manager in the event of the following emergencies: fire; flood; break-in; vandalism; accident
* Carry out necessary duties where alarm systems are installed
* Notify the site manager of the necessity for any repairs or maintenance including those which are outside the normal caretaking duties
* Clean outside hard areas e.g. playground, paths and entrances, collect all litter. Clean gullies and drains at surface level when required
* Take out of use caretaking/cleaning equipment known to be faulty and report the need for repair.
* Operate heating and hot water supply plant (Boilers plant) where appropriate
* Remove all refuse internally collected from within the school
* Accept delivery of stores, materials and other goods and convey to appropriate storage areas when required
* Move furniture and equipment and other portage duties as required.
* Carry out cleaning in specified areas as allocated by the site manager, including emergency cleaning as required i.e. as a result of an accident, sickness, vandalism
* 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
* Replenish consumable items i.e. soap, towels, toilet paper etc as required throughout the school
* Replace light source. Clean accessible light fittings, shades and diffusers and replace where necessary
* Assist in the recruitment and supervision of cleaning staff (where appropriate)
* To undertake other duties and responsibilities from time to time commensurate with the grade of the post
* A full driving license and own transport is essential, as this post will involve travelling between sites.

**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 learn 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 co-operatively 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.

**Wellspring Academy Trust**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | **Information** | **Essential / Desirable** | **How Identified** |
| **Education and Training** |  |  |  |
| E.g. Leadership | To be able to demonstrate a good all round standard of education. | **E** | **A**pplication form |
|  | Any qualifications relevant to the post i.e. Building Cleaning Certificate. Building/Joinery NVQs Level 2 | **D** | **A** |
| **Experience** |  |  |  |
|  | Experience of undertaking a range of caretaking and cleaning duties | **E** | **I**nterview**/ A** |
|  | Experience of keeping work records | **E** | **I/ A** |
| **General and Specialist Knowledge** |  |  |  |
|  | To be flexible and reliable in working arrangements | **E** | **I** |
|  | An understanding of the main Health & Safety Regulations including COSHH and risk assessment, and how they apply in a school environment | **D** | **I/ A** |
|  | A knowledge of procedures associated with the supervision and training of other employees | **D** | **I/ A** |
| **Skills and Abilities** |  |  |  |
|  | Ability to work effectively and supportively as a member of the 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 effect minor repairs and to demonstrate good basic DIY skills, including joinery, plumbing and painting. | **E** | **I/ A** |
|  | Ability to demonstrate good inter-personal 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** |
|  | Ability to demonstrate commitment to Equal Opportunities | **E** | **I/ A** |
|  | Ability to inspect and record the work of others | **E** | **I/ A** |
|  | To be flexible and reliable in working arrangements | **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** |
|  | Able to undertake any travel in connection with the post. | **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** |