

Springwell Leeds Primary Academy

JOB TITLE: Site Operative	GRADE: Point 9 - 13
RESPONSIBLE TO:	Senior Site Operative
EMPLOYEE SUPERVISION:	Cleaners and external employee links who provide a service as part of any facilities management (FM) contracts in place

Purpose of Post:

To provide a comprehensive, customer led, estates and facilities service to Springwell Leeds by ensuring the efficient and the effective running of maintenance operations for all 4 schools.
 To assist with the set up and mobilisation of all Springwell Leeds schools.
 To ensure these schools are maintained to a high standard.
 To work on own initiative, unsupervised as part of the Springwell Leeds estates management teams at the Springwell sites

Duties and Responsibilities:

1. To work in conjunction with, and on occasions supervise the work of contractors on site.
2. In conjunction with the Senior Site Operative and the Springwell senior management teams, oversee the commissioning of the new build schools along with supporting the snagging of the buildings and sites as they become operational
3. In conjunction with the Senior Site Operative, monitor and update the web based system (SYPRO) which monitors compliance areas in terms of health and safety and estates management, for example, building safety checks, weekly monitoring of legionella
4. In conjunction with the Senior Site Operative, assist with maintaining FM systems, policies and procedures to ensure the smooth operations of the 4 schools
5. Assist by making a contribution to the development of the 4 school sites to continually improve the buildings, sites, grounds to benefit pupils, staff and to enhance teaching and learning functions
6. Assist by making contributions to the longer term 5-year cycle of estates management maintenance plans
7. Assist with the inspection and condition of school grounds, buildings, building services and facilities.
8. Assist with the coordination of specialist contractors and participate in out of hours' emergency call outs.
9. Undertake planned preventative maintenance (PPM) within skills set, for example, fault finding, repairs, minor improvement works across the sites

In general, other Site Operative duties are likely to be:

1. Setting of Fire alarms, emergency lighting systems
2. General power and lighting
3. Monitor the Springwell Leeds Building Management System (BMS)
4. Alarms and fault tests as required
5. Carry out basic cleaning duties as required to do so
6. Carry out basic painting and decorating, removal of graffiti and the changing of lightbulbs
7. Ensure spares and materials are utilised appropriately and economically
8. Perform a wide range of the work of other trades as skill level permits
9. Ensure that in carrying out all duties there is a compliance with statutory regulations, current legislation and local codes of practice and policies

10. Carry and provide and respond to a mobile device, for example a (mobile phone), including emergencies, at all times whilst on shift or duty
11. Undertake statutory and mandatory training as requested
12. Undertake general portorage duties including the movement of furniture, equipment and general deliveries if required to do so
13. Provide an opening and closing service for the site
14. Ensure that all windows and doors are secured at the end of the day
15. Deal with access requests by following the site procedures
16. Be on call, out of hours if and where required
17. Assist with the cleanliness of all areas whether these are cleaned by in-house facilities teams or outsourced contractors
18. Carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc.
19. Clean all external areas ensuring all litter bins are regularly emptied and cleaned
20. Ensure all refuse is properly placed in the waste contractor's bins at all times.
21. Carry out additional and ad-hoc duties as required by the Senior Site Operative
22. Ensure that all ground drains and gullies are free flowing and clean, clearing blockages where possible
23. Undertake minor grounds maintenance tasks
24. Ensure that all external hard covered surfaces are free from litter, weeds, excessive build-up of dirt or leaves
25. Maintain the FM tools and equipment in a clean, safe, secure & tidy condition at all times

Additional Areas

Customer Service

- Build positive relationships with school teams
- Through effective communication, build upon a newly formed estates team in recognising the team is there to provide an internal customer service to the 4 schools

Team Work

- Train and assist other members of the estates team by upskilling with the sharing of knowledge and estates information across Springwell Leeds

Sub-Contractor Management / Managed Services

- Assist with the Coordination of sub-contractors at sites
- Assist with the quality assurance of any work from the outsourced FM services and assist with the monitoring of any contract specifications, schedules of work and service level agreements (SLA)

Health and Safety

- Ensure a safe working environment for all stakeholders at the 4 school sites
- Provide well balanced judgement calls and advice concerning health and safety matters and any consequent reviews
- Ensure pedestrian safety at all times using appropriate methods and equipment
- Carry out fire evacuation drills with the assistance of the schools in accordance with fire procedures and statutory provisions
- Assist with the review of risk assessments and method statements

Date Job Description Revised:

By whom: