



## JOB DESCRIPTION

<b>Role</b>	<b>Estates Operative</b>
<b>Job Purpose</b>	The Estates Operative is jointly responsible with the Estate Team for security and maintenance of the school buildings and site. Estates Operatives assist the Facilities Manager & Estates Manager in the day-to-day operations of the school
<b>Accountable to:</b>	Estates Manager
<b>Accountabilities</b>	<p>Key responsibilities include:</p> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Ensure security of school buildings and site, taking essential measures to prevent theft or damage of property.</li> <li>• Have a high level of security awareness.</li> <li>• Conduct regular security patrols of the buildings and school site during the day, and when on duty for out of school hours' activities. Ensure adequate record keeping is maintained. Reporting security breaches to the Estates Manager &amp; Facilities Manager immediately.</li> <li>• Assist with site opening and closing procedures.</li> </ul> <p><b>Health, Safety and Compliance</b></p> <ul style="list-style-type: none"> <li>• Conduct regular Health and safety checks of buildings, reporting any irregularities immediately as per the Estates team processes and procedures.</li> <li>• Carry out statutory fire safety monitoring inspections and associated checks.</li> <li>• Carry out statutory legionella monitoring inspection and associated checks.</li> <li>• Have a good level and understanding of Health and Safety regulations.</li> <li>• Act as part of the site Emergency team i.e., Fire marshal and emergency procedures.</li> </ul> <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Raise tickets for all maintenance related issues and requests to the Estates Helpdesk.</li> <li>• Respond to jobs work flowed to you via the Estates Helpdesk portal. Ensure they are responded to and completed in an appropriate time frame in accordance with SLAs.</li> <li>• Have a good understanding of the functions and operation of heating, cooling, lighting, and security systems. Be able to monitor, check, identify and remedy faults, escalating where necessary.</li> </ul>

- Ensure room set ups are correct according to schedule and reset as necessary on the Estates planner.
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
- Undertake minor repairs and maintenance of the buildings and site.
- To carry out periodical health & safety checks and maintenance as per the schedule of works in accordance with the maintenance calendar. EG; gritting, salting, gutter clearing, jet washing etc
- Ensure defects are logged and reported.

**General**

- Be responsible for supervising contracted-out site staff including cleaning staff and grounds persons.
- Undertake general portage duties, including moving furniture and equipment within the school to support events calendar and scheduling.
- Monitor consumables, materials, and stock - order supplies via the Estates Team process.
- To act as a first aider and maintain first aid qualification.
- Stock and refill printers and photocopiers with paper.
- Deliver goods / parcels received as required.

**Minibus (If an approved driver and cover is required)**

- Ensure the vehicle is well maintained, clean, and tidy.
- Day to day operation according to schedule of events.
- Conduct and record weekly user checks, maintain appropriate records, and comply with all legal and Trust Requirements.

**Swimming Pool (training will be provided if not qualified)**

- Cleanliness, hygiene, maintenance, and routine servicing as detailed in NOGS and local orders.
- Carry out routine inspection and testing as per the predefined process and prescribed periodicity - referring to the Facilities Manager, as necessary.
- To maintain appropriate and adequate records for health, safety, and compliance.

	<ul style="list-style-type: none"> <li>• To raise all defects to the Estates Helpdesk and report immediately to the Facilities Manager with anticipated recommended remedial actions required.</li> <li>• Good knowledge and understanding of COSHH.</li> <li>• To ensure the pool plant room is always clean and tidy.</li> <li>• Have a comprehensive understanding of when and how to initiate appropriate emergency protocols.</li> </ul> <p>The Estates Operative will undertake other such specific duties which may, from time to time, be reasonably assigned by the Head, Director of Finance &amp; Operations, Estates Manager, or the Facilities Manager. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment during the review process or whenever circumstances dictate changes in the role of the postholder within the school.</p>
<p><b>General Requirements</b></p>	<p><b>All staff are expected to:</b></p> <ul style="list-style-type: none"> <li>• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>• Support and contribute to the school’s responsibility for safeguarding students.</li> <li>• Work within the school’s Health &amp; Safety Policy to ensure a safe working environment for staff, students, and visitors.</li> <li>• Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive and courteous relations with students, parents, and colleagues.</li> <li>• Engage actively in the performance review process.</li> <li>• Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.</li> <li>• Undertake other reasonable duties related to the job purpose as may be required from time to time.</li> </ul>
<p><b>Review and Amendment</b></p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

## Person Specification

Education/Qualifications	Desirable	Essential
<ul style="list-style-type: none"> <li>• Good literacy &amp; numeracy skills</li> <li>• Effective communication skills</li> <li>• Attendance at courses related to cleaning, caretaking, or health &amp; safety.</li> <li>• Qualified in a trade i.e., Plumber, electrician, carpentry, decorating.</li> </ul>	  ✓  ✓	 ✓ ✓
<b>Knowledge, training and experience</b>		
<ul style="list-style-type: none"> <li>• Experience of caretaking or premises management or building management</li> <li>• DIY/repair person skills</li> <li>• Knowledge of Fire safety and security systems and compliance testing</li> <li>• Good understanding and knowledge of Health &amp; Safety</li> <li>• To be able to conduct general repairs without guidance.</li> <li>• Swimming Pool Maintenance</li> <li>• Full driving licence and/or suitably D1 Minibus License (or willing to undergo training)</li> </ul>	 ✓        ✓ ✓	           
<b>Skills and abilities</b>		
<ul style="list-style-type: none"> <li>• Good level of IT skills</li> <li>• Ability to lift and carry items.</li> <li>• Able to use own initiative.</li> <li>• Ability to manage time effectively and work to deadlines.</li> <li>• Ability to manage own work effectively.</li> <li>• Ability to conduct health and safety checks and maintain relevant records</li> </ul>	      	 ✓ ✓ ✓   ✓ ✓ ✓
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>• To relish challenge and perform efficiently in this role.</li> <li>• To be able to lead by example.</li> <li>• Tenacity and commitment while working under pressure.</li> <li>• Ability to organise and prioritise.</li> <li>• Good team player</li> <li>• Effective communication skills both orally and in writing</li> </ul>	      	 ✓ ✓ ✓ ✓ ✓ ✓
<b>Other requirements</b>		
<ul style="list-style-type: none"> <li>• Willing to undertake relevant training.</li> <li>• Flexible working hours for school events (occasional)</li> </ul>	  	 ✓ ✓