

## Job Description

**Post Title: Maintenance Operative (Projects)**

**Reporting to:** Estates Manager

**Salary within the range:** Indicative grade JE17 (NELC)/Grade 4(LCC)

**Working hour:** 37/week

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### Purpose of the post

To provide a professional and comprehensive Estate Management service to the Trust, ensuring that sites operate efficiently and effectively, achieving and maintaining the full suite statutory responsibilities and regulations

### Main Duties and Responsibilities

- To complete planned maintenance tasks in an efficient and effective manner within agreed timescales.
- To complete reactive maintenance tasks in an efficient and effective manner within agreed timescales.
- To undertake Project works as directed by line managers.
- Ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.
- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
- To ensure heating plant and equipment is efficiently and effectively operated, making adjustments as necessary and reporting defects and malfunctions.
- To be responsible for maintaining the security of the premises and its contents in accordance with the school's current requirements. Opening and locking up of the school including lights and internal doors.
- To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuse starters and diffusers, in accordance with safe working practices.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc and clean up spillages as required.
- To be responsible for cleaning the school building and site as requested by managers.
- To carry out general brickwork, concreting and plastering as requested by managers.
- Hanging doors, fitting windows and carrying out any joinery works when required and requested by managers.
- To carry out repairs to any damaged furniture as requested by managers.
- To carry out periodic paint and decorating as requested by managers.
- Miscellaneous
  - Undertake administrative tasks
  - Hold a strong, detailed understanding of all relevant health and safety and broader operational policies and procedures, including operational, personnel, child protection, data protection, financial.

- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively eliminating any direct or indirect discriminatory practice.
- Participate in training and other learning activities and performance development as required.

### **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.

## Person Specification

Section	Information	Essential / Desirable	How Identified
<b>Education and Training</b>			
	4 GCSEs (A* - C) or equivalent.	Essential	Application form/ Interview
	Willing to undertake further training and development and expected to maintain their IPD/CPD	Essential	Application form/ Interview
	To have verifiable skills or qualifications in at least two trades: - Carpentry, brick laying/masonry works, Plastering, Tiling, Ground works, roofing, flooring, plumbing or decorations Or a min 2 years' experience working on a building site or within Facilities maintenance	Essential	Application form/ Interview
	Have a commitment to Continual Professional Development.	Essential	Application form/ Interview
	Legionella Awareness	Desirable	Application form/ Interview
	Cherry Picker or Scissor lift MEWP Certificate	Desirable	Application form/ Interview
	Asbestos Awareness	Desirable	Application form/ Interview
<b>Experience</b>			
	Working within an educational environment on building projects	Desirable	Application form/ Interview
	Working as part an estate maintenance team	Essential	Application form/ Interview
	Minimum of 2 years' project experience <i>This is to be verified by previous employment records</i>	Essential	Application form/ Interview
<b>Skills and Abilities</b>			
	Excellent communication skills.	Essential	Application form/ Interview
	Strong ICT literacy in main packages eg. Office.	Essential	Application form/ Interview

	Have a flexible approach to working.	Essential	Application form/ Interview
	Operate on own initiative and work independently	Essential	Application form/ Interview
	Well organized, working effectively and efficiently, meeting deadlines under pressure	Essential	Application form/ Interview
	Be able to relate positively to pupils and adults	Essential	Application form/ Interview
	Maintain high standards of work.	Essential	Application form/ Interview
	Able to work as part of a highly functioning team.	Essential	Application form/ Interview
<b>Additional Requirements</b>			
	Operate with the highest standards of personal/professional conduct and integrity	Essential	Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	Essential	Interview
	Willing to undertake training and continuous professional development in connection with the post.	Essential	Interview
	Work in accordance with the Trust's values and behaviors.	Essential	Interview
	Able to undertake any travel in connection with the post.	Essential	Interview
	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	Essential	Interview
	Satisfactory DBS disclosure to work in an environment dealing with young people	Essential	Interview
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	Essential	Interview
	A commitment to safeguarding and promoting welfare for all	Essential	Interview