



Job Description

Facilities Services Operative

Fairlands Middle School

Reporting to	Operations Manager
Salary/Grade	Grade 13 (Points 6-11)

Purpose	To maintain building security and maintenance, provide key estates services. Carry out repairs and cyclical maintenance to provide quality safe estates where people are proud to learn and work. Installation and maintenance of fixtures, fitments and fittings with prescribed work schedules, good building practice and focussing on delivery of exceptional customer service. • Undertake general facilities duties and repairs (carpentry, basic plumbing, general building and decoration). • Complete compliance tasks. • Complete cyclical repairs ie. gutter clearing. • Ensuring sites are secure and safe. • Supporting the health and safety of the school.
Key Responsibilities	• Carry out all forms of planned, cyclical and responsive repairs. Identify the extent and scope of the reported defect/s, rectify in order to meet work schedules or report back if more time is required or an alternative to a repair is required. • Report defects found on site when carrying out repairs. • Work within defined processes with moderate degree of supervision on tasks to meet time frames set by line manager whilst taking accountability for individual results and the impact these have on customers. • Apply your knowledge and skill to record and report on condition of fixtures and fittings. This will enable appropriate information to be used for future maintenance. If more complex defects are required, then these should be referred to your supervisor/line manager for agreement of the remedial action. • Carry out estates daily/weekly and monthly compliance tasks when required and record findings using Iamcompliant.



Additional duties and Information	• Estimate, requisition and recommend the necessary materials to ensure that appropriate and satisfactory repairs and maintenance are carried out in accordance with best building practice and health and safety at work regulations. Manage material stock by ensuring correct replenishment of items used occurs. • Liaise with internal and external customers appropriately and promptly, to ensure those connected or involved in your work are aware of progress and action taken or action required to rectify the identified defect/s. • Participate with mobile working procedures to receive daily tasks and record information on jobs, vehicle records, material management and progress against target objectives set for time, cost and quality. • Form effective working relationships with all work colleagues, contractors and partnering agencies. • Comply with policies and procedures for health and safety at work. • Participate in learning and development activities that develop personal effectiveness and assist in improving compliance and performance in the role. • Liaising with contractors on site to ensure minimum disruption to the work of the school. <i>The Trust recognises that the following skills are required for this post:</i> <i>Relating to others</i> • <i>Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.</i> • <i>Team working: the ability to work with others to achieve shared goals.</i> • <i>Understanding others: the drive and ability to understand others, and why they behave like they do.</i> <i>Reflecting</i> • <i>Reflect on personal and professional development.</i> • <i>Be aware of your own skills of self-management as regards time and prioritising workload.</i> <i>Inspiring</i> • <i>Be able to inspire staff and pupils with the highest standards and expectations.</i> • Participate in the delivery of an out of hours emergency call out service relating to site health and safety or security. • Empty litter and food waste bins and dispose of in the appropriate manner if requested. • Complete litter clearance. • Ensure that the playgrounds, pavements and hard areas are clean, safe and well maintained particularly during periods of leaf fall, snow and ice. • Carry out cleaning duties if cleaners are not available. • Ensure that the buildings are prepared for both routine and non-routine use, including the movement of furniture and equipment as necessary. • Arrange the movement of incoming goods as requested.
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- Support at lunchtime to ensure smooth running of lunch service. This may involve arranging equipment, keeping the hall area safe and tidy during lunch, and clearing the hall at the end of service.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.
- Should you have the appropriate driving license and training, you may be required to drive the school minibus, or another trust vehicle as necessary.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.



Facilities Services Operative – Person Specification

Signature (employee):	
Date:	
Signature (line manager):	
Date:	



	Essential (E) Desirable (D)
QUALIFICATIONS	
5 GCSEs or equivalent (Grade A*- C) including Maths and English.	D
NVQ level 2 or equivalent in a trade.	D
EXPERIENCE	
Experience of working in a school or similar environment.	D
Knowledge of the procedures required for the job.	E
Sufficient practical skills to ensure the routine maintenance of the site is carried out.	E
Awareness of the health and safety requirements of the job including control of substances hazardous to health (COSHH) and security requirements.	E
Awareness of correct manual handling and working at height procedures.	E
SKILLS	
Due to the requirement to travel within this role, you must hold a full and current driving licence with a minimum of 1 years driving experience and have the ability to drive a company van.	E
Basic literacy skills.	E
Ability to use initiative and prioritise work to meet organisational needs.	E
Skilled at working under pressure to meet deadlines whilst maintaining a calm and professional manner.	E
Able to work collaboratively and take instruction.	E
Strong interpersonable and organisational skills. Confident communicator with the ability to build credibility, trust and respect.	E
PERSONAL QUALITIES	
High professional and personal standards.	E
Enjoy working as part of a team.	E
Work on own initiative and have a pro-active approach to problem-solving.	E
Respect for young people and their needs and passionate about enhancing opportunities.	E
Demonstrates resilience, high level of motivation and 'can do' attitude.	E
Able to advise and develop practical solutions to address issues that impact the effectiveness of a project.	E
OTHER	
Comply with safer recruitment checks including enhanced DBS	E