Christopher Whitehead Language College & Sixth Form

Job Description

Post Title: Site Team Operative
Terms & Tenure: Permanent, full time (37 hours per week), whole year, Scale 5 points 12-17 (£29,542 to £32,046 pa)

Shift Pattern:

Shift	Days	Timings	
1	Monday to Friday	Mon-Thu 06.30 to 14.30	Fri 06.30 to 14.00
2	Monday to Friday	Mon-Thu 08.00 to 16.00	Fri 08.00 to 15.30
3	Tuesday to Saturday	Tue-Fri 08.30 to 16.30	Sat 08.00 to 16.00
4	Monday to Friday	Mon-Thu 13.30 to 21.30	Fri 14.00 to 21.30

Line Manager: Site Operations Manager
Staff Supervised: None

Purpose of the Role

To maintain a clean, attractive, safe, secure, welcoming inclusive site through a process of regular cleaning and routine or emergency maintenance of buildings, grounds, fixtures and fittings. CWLC is a school that prides itself on the inclusive nature of the site and adaptations to ensure all have access and can access all areas of the school may be required.

Main Duties and Responsibilities

The list is given as a guideline only and is not exhaustive. Other tasks and activities relevant to the main headings should also be considered acceptable. A degree of flexibility is therefore considered essential.

These include:

- Lock and unlock school premises at agreed times.
- Be responsible for the security and safety of school premises and their contents.
- Carry out regular maintenance and cleaning of school grounds to include but not limited to: paved areas, playgrounds, drains, edges and boundaries, buildings, windows, doors, borders and beds (i.e. by disinfecting drains, picking up litter, emptying litter bins and clearing grids).
- Be responsible for the use, maintenance and security of school, plant, machinery and equipment.
- Operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation to ensure cost effectiveness and use is made of such systems.
- Undertake planned and emergency maintenance including plumbing, carpentry, minor electrical work, painting and general building repair.
- Repair or make safe any faults or damage notified by contract cleaning staff.
- Undertake regular health and safety checks of buildings, utilities, fixtures and fittings including scheduled PAT testing, firefighting and suppression equipment, alarms and other safety equipment in accordance with school schedules.
- Checks of the school minibuses to ensure they are safe and ready for use. To monitor and report on their condition and carry out or arrange repair, servicing and cleaning as necessary.
- Drive the school minibus as reasonably required/with reasonable notice/bookings undertaken.
- Monitor and report agreed levels of maintenance stock.
- Set up and clear away hospitality as required for school events.

- Undertake cleaning tasks that cannot be left for cleaning staff, during the school day.
- Undertake porterage duties as required. Assist in the unloading of deliveries to the school and loading of deliveries from the school.
- Immediately clear, clean or repair any hazards to students and staff (i.e. trip hazards, spilt chemicals, bodily fluids).
- Set out and clear away seating, desks or items used for school activities and events.
- Act as the school's person of contact and emergency response for all lettings customers.
- Be resourceful, applied within the general framework of recognised school procedures.
- Comply with the school's H&S policy by wearing personal protection equipment, provided by the school, when on site.
- When on shift carry at all times, a school mobile phone, to be used to pass work requests, calendars and school information. It will also be used to locate the post holder when lone working or in the event of an emergency. You will be responsible for charging it.
- Work constructively as part of a team with effective communications.
- Have knowledge and understanding of the school's roles and responsibilities and their own position within these.
- Cover the role and duties of other caretakers as directed or in the event of absences such as scheduled holidays, authorised absence or illness.
- Align their holiday entitlement with school needs.
- Deal with all known or perceived health and safety issues immediately using school protocols and procedures.

Other Information

- Contact with other people relates to well established matters but will sometimes involve dealing with issues where the outcome may not be straightforward.
- Work should be within clearly defined rules and procedures that could lead to decisions being made from a range of established alternatives. Decisions taken could have a noticeable effect on the internal and external operations of the school and may impact directly upon the provision of service to students, staff, letting customers or visitors to the school.
- Work may require normal physical effort with periods of substantial effort; or normal physical effort occasionally in awkward postures or prolonged effort in a constrained position involving considerable manual dexterity.
- Work includes significant elements of internal and external work involving some exposure to moderate noise, heat, cold, disagreeable or difficult surroundings or conditions.
- School holidays, when the school is closed to students, is the busiest periods of time for the caretaking team as this is the time when maintenance/repair work can be carried out in a safer environment. Therefore, it is expected that at least two members of the caretaking team will be on site during school holiday periods. The expectation is that holidays will be booked at least half a term in advance and will avoid school holidays if at all possible.

Principal Contacts

- Teaching staff
- Support staff
- Students
- Visitors
- Contractors
- Lettings customers

General and review

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, colleagues, governors, LA and agency staff and visitors to the school.
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school's behaviour policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Christopher Whitehead Language College and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

As part of our recruitment processes, in accordance with statutory guidance KCSIE 2022, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account