



WELLSPRING

We Make A Difference

Wellspring Academy Trust

Job Description

Post Title: Senior Site Operative

Department: Estates

Reporting to: Facilities & Estates Manager

Salary within the range: Grade C5 (£24,496 – £26,845)

Purpose of the post

- To provide a comprehensive, customer led, estates and facilities service across multiple academies within the Trust, ensuring the efficient and effective running of all aspects of estates related operations.
- To ensure our Academies premises are maintained to a high standard.
- To ensure the estates team deliver a clean, safe, secure learning and working environment.
- To supervise our site operative and caretaking team which enjoys a strong, harmonious culture and positive relationships with colleagues within the region and Trust-wide.
- To work across the Wellspring Academy estate.

Responsibilities

- Monitor and update the estates management system (TRM) which monitors compliance areas in terms of health and safety and estates management, for example, statutory inspections around fire, legionella, gas safety, etc.
- Assist with the implementation of systems, policies and procedures and risk assessments to ensure the smooth operations of the Academy sites.
- Make a significant contribution to the development of the Academy sites to continually improve the buildings, sites, grounds to benefit pupils, staff and to enhance teaching and learning functions.
- Contribute to the longer term 5-year cycle of estates management maintenance plans.
- Assist with the inspection and condition of school grounds, buildings, building services and facilities.
- Manage provision of alarm systems and CCTV where appropriate.
- Assist with the co-ordination of specialist contractors and participate in out of hours' emergency call outs.
- Undertake planned preventative maintenance (PPM) within skills set, for example, fault finding, repairs, minor improvement works across the sites.
- Perform a wide range of the work of other trades as skill level permits.
- Ensure that in carrying out all duties there is a compliance with statutory regulations, current legislation and local codes of practice and policies.
- Undertake statutory and mandatory training, as requested.
- Undertake general portorage duties including the movement of furniture, equipment and general deliveries if required to do so.

- Provide an opening and closing service for the Academy sites.
- Deal with access requests by following the site procedures.
- Be on call, out of hours if and where required.
- Assist with the cleanliness of all areas whether these are cleaned by in-house facilities teams or outsourced contractors.
- Carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc.
- Ensure that all ground drains and gullies are free flowing and clean, clearing blockages where possible.
- Undertake minor grounds maintenance tasks.
- Ensure that all external hard covered surfaces are free from litter, weeds, excessive build-up of dirt or leaves.
- Maintain the FM tools and equipment in a clean, safe, secure & tidy condition at all times.
- Carry out additional and ad-hoc duties as required by the Estates Manager.
- To deputise as required for the Estates Manager.
- To assist on the farm when required, including feeding animals.

Customer Service

- Develop and maintain positive, solutions-focused relationships with Academy leaders, incorporating the needs of the school, the estates and the estates team itself.
- Build positive relationships with external providers to the Academies maximising the levels of customer service they in turn provide to the Academy sites.

Teamwork

- Promote one team ethos and support strong team working.
- Train and develop members of the estates team by upskilling, sharing of knowledge and estates information.

Sub-Contractor Management / Managed Services

- 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).
- Carry out routine audits to monitor the performance of subcontractors including cleaning, security & maintenance.
- To work in conjunction with, and on occasions supervise the work of contractors on site.

Health and Safety

- Ensure a safe working environment for all stakeholders at the Academy 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.
- Review on a regular basis all risk assessments and method statements.
- Develop a security regime to ensure that patrols and site inspections are carried out.
- Look to comply with all health and safety, quality and environment legislation and standards.

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 thrive 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 cooperatively 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.

Wellspring Academy Trust

Person Specification

		Essential / Desirable	How Identified
Section	Information		
Education and Training			
	A minimum of 2 years relevant experience	E	Application
	Previous experience of an FM or an estates type role	E	Application
	Qualifications in relevant discipline (ie FM)	D	Application
	Sound knowledge of safe maintenance and cleaning techniques	E	Application
	General basic maintenance	E	Application
	H&S Qualification	D	Application
Experience			
	Experience of managing a team.	E	Application Interview Reference
	Handyperson experience and effective use of site equipment and other specialist equipment / resources for site maintenance and management	E	Application Interview Reference
	Experience of planned preventative maintenance programs.	E	Application Interview Reference
	Experience in Health and Safety, statutory and compliance matters in relation to facilities and premises management.	E	Application Interview Reference
	Experience of working in an educational establishment or similar environment.	E	Application Interview Reference
	Understanding the needs of the school and the reactive nature.	E	Application Interview Reference
	Experience of organising work tasks and duties to meet appropriate services standards.	E	Application Interview Reference
General and Specialist Knowledge			

	Awareness & understanding of basic safety and security measures.	E	Application Interview Reference
	Knowledge of COSHH regulations.	E	Application Interview Reference
	Knowledge of Health & Safety procedures and policies.	E	Application Interview Reference
	Awareness of health & hygiene procedures.	E	Application Interview Reference
	Understanding of the issues associated with safety, site security and the ability to provide appropriate responses/actions.	E	Application Interview Reference
	Understanding of compliance & maintenance systems.	E	Application Interview Reference
Skills and Abilities			
	Ability to organise, motivate and manage a team.	E	Application Interview
	Ability to deal with day-to-day issues on own initiative.	E	Application Interview
	Ability to work independently and maintain appropriate records.	E	Application Interview
	Ability to participate and contribute to continuous improvement and development of the service and facility.	E	Application Interview
	Safety awareness and risk management skills.	E	Application Interview
	Ability to communicate at all levels using effective relationship building and people management skills.	E	Application Interview
	Time management skills.	E	Application Interview
	Good IT skills including google.	E	Application Interview
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity.	E	Application Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	Application Interview

	Willing to undertake training and continuous professional development in connection with the post.	E	Application Interview
	Work in accordance with the Trust's values and behaviours.	E	Application Interview
	Full driving license and ability to undertake appropriate travel in connection with the post, across multiple sites.	E	Application 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.	E	Application Interview
	Satisfactory DBS disclosure to work in an environment dealing with young people.	E	Application Interview
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	E	Application Interview
	A commitment to safeguarding and promoting the welfare of all.	E	Application Interview