



## Assistant Site Team Operative

### Job Description

**Post Title:** Assistant Site Team Operative  
**Job Grade:** H3 + outer fringe  
**Responsible to:** Premises Manager

#### Purpose of the Role:

- To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed by the Premises Manager.
- Support the aims and ethos of the school and set a good example in terms of appearance, punctuality and attendance.
- Provide a courteous, prompt and polite service to all members of the school's community, including parents, students, staff and contractors and other visitors to the site.
- Be aware of and comply with all the relevant policies and procedures within the school, in particular: Safeguarding, Health & Safety, Equality and Confidentiality.

#### Responsibilities:

- Ensure that buildings, site and resources are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times, including during out of school hours, and take remedial action if required.
- Act as the designated key holder for the school premises, providing emergency access to the school site.
- Operate security alarm system.
- Operate HVAC & lighting systems.
- Receive deliveries to the school site.
- Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site.
- Perform duties in line with Health & Safety and COSHH regulations and take action where hazards are identified. Serious hazards should be reported to the Premises Manager immediately.
- Ensure compliance within the school with all Health & Safety responsibilities. Following the ACOPs for Working at Height, Manual Handling, Asbestos, Legionella and Asset Management.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Periodic cleaning of designated areas of the school building and grounds according to instructions and in response to incidents.
- Collect and assemble recycling & waste for collection.
- Assist with the monitoring of janitorial supplies stock levels.
- Collaborate with and follow instruction of the Senior Site Team Operative in the completion of duties.

- Undertake the operation and maintenance of specialised equipment following training. E.G. Legionella and PAT testing equipment.
- Carry out safety & maintenance checks on the school's minibus fleet, in line with the H&S\PPM schedule.

Individuals in this role are also expected to undertake the following:

- Participation in an 'Out of Hours On-Call Rota', in line with the relevant shift pattern.
- Attendance to intruder alarm activations, in keeping with the 'Out of Hours On-Call Rota'.
- Co-ordinate with the lettings schedule, in line with the school's agreement for staffing lettings and to carry out associated tasks for these events.

<b>Knowledge</b>	<b>Competencies</b>
NVQ level 2 (or equivalent). Minor DIY repairs and maintenance. Level 1 Safeguarding / Awareness of keeping children safe. Awareness of Control of Substances Hazardous to Health (COSHH). Working knowledge of Health and Safety at Work. Working knowledge of policies and procedures. Knowledge of Legionella and Asbestos testing. Manual Handling. Level 1 First Aid (Level 2 or 3 desirable). Understanding of the Schools Ethos, Vision and Values.	Communication (written and verbal). Listening. Team working. Monitoring. Planning and organising. Flexibility. Customer Service. IT Literate. Minibus (D1) licence. (Desirable)

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*