

The Albion Academy

Principal: Mr Jason Roberts

Job Title: Site Operative (Permanent)	
Work Location: The Albion Academy	Salary: From scale point SCP 5 FTE £19,321.00 Actual salary from £8957.01
Reports To: Site Manager	

Job Description for Site Operative (SO) Permanent

Job Title: Site Operative Reporting to: Facilities Manager Through Site Manager

Salary; From £8957.01 (FTE £19,321.00)

Working as directed by Site Supervisor Hours: Part time; 20 hours per week, 5 days per week, term time only.

Monday – Thursday AM 6.30 – 8.30 PM 4.30 -6.30

Friday AM 6.30 – 8.30 PM 4.15 -6.15

Job Purpose

In consultation with the site manager, to be responsible for all matters relating to the daily operation and routine maintenance of the school premises. To work as an active member of the school site support team, carrying out duties as required dependent on the programme of works.

Flexibility will be required to accommodate events such as Parents’ Evenings, Open Days, External Lettings and other work/activities taking place outside of normal working hours.

As a member of the Site Team you are responsible for opening and locking the building, ensuring you follow safety and lone working procedures. Testing the alarm system and recording the results. Undertaking minor buildings maintenance and ground maintenance /gardening tasks as issued to you by the Site Supervisor.

It is your responsibility to provide a presentable, pleasant and professional service throughout your working hours in accordance with the specific duties listed.

KEY TASKS AND RESPONSIBILITIES:

Specific to Role

To carry out maintenance tasks such as basic gardening, joinery, painting, mending/installing fixtures and fittings as required.

- Opening / locking up all buildings, ensuring site is completely secured and all alarms correctly set before site is vacated at night.
- Janitorial duties such as replenishment of hygiene products in washrooms.
- Ensuring that the site is kept clean and tidy at all times, to include litter collection, emptying bins, removing all waste etc. to the appropriate area.
- Cleaning tasks as required.
- Moving and setting out of staging, chairs and tables for school events and exams, using correct manual handling techniques.
- Porterage duties including delivery of packages / equipment to various departments within the School.
- Carry out daily maintenance checks of all buildings and plant / equipment (including heating and lighting) ensuring issues are reported immediately, and good records are maintained.
- Ensure that the academy complies with all current legislation in relation to Health & Safety and maintain appropriate records.
- To assist the site manager in the deployment of site staff to ensure appropriate levels of cover are maintained (especially during academy events outside of normal working hours).
- Any other duties as required.

Support for the Academy

- To support the school's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Be aware of and comply to Albion Academy policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the Albion Academy
- Participate in training, meetings, and performance development activities as required.

COMPETENCIES, SKILLS & EXPERIENCE

- Prior experience in caretaking / facilities maintenance role desirable.
 - Must have a positive and enthusiastic approach
 - Punctuality and reliability are essential
 - Ability to plan work under own initiative
 - Excellent inter-personal, communication and organisational skills
 - Ability to work constructively as part of the team
-

QUALIFICATIONS

- Full clean driving licence desirable
- Basic Health and Safety / First Aid qualification desirable or willingness to train

HOURS OF WORK

- This is a part time post, 20 hours per week term time only (39 weeks, plus 5 INSET days).
- A willingness to work extra hours, dependant on business needs is essential
- Some weekend work may be required

School Address: The Albion Academy, 1 London street, Salford M6 6QT

DBS Check Required: Yes

Pre-employment Health Assessment Required: Yes

Closing Date/Time: 23 October 2020 at 12:00

Interview Date: TBC

Start Date (Subject to pre employment checks): As Soon As Possible