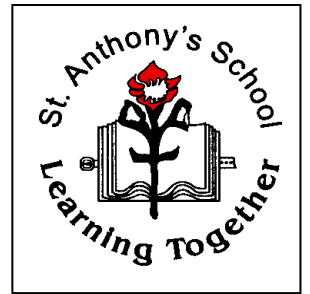


**ST. ANTHONY'S SCHOOL**  
**JOB DESCRIPTION**



**NAME:**

**JOB TITLE:** School Site Operative

**JOB PURPOSE:** Maintaining the school's premises & facilities

**ACCOUNTABLE TO:** Premises Manager

**DIRECTLY RESPONSIBLE TO:** Premises Manager

**HOURS OF WORK:** 21 hours per week. 52 weeks per year. Shift pattern to fit with the school opening times. 25 days holiday (pro rata) + bank holidays. Hours could split over the week or condensed into three days.

**KEY ACCOUNTABILITIES:**

**1. Day to Day Activities**

- To liaise with members of the school staff and ensure the site and facilities are prepared in response to needs.
- To ensure the efficient completion of routine operations (eg litter collections; recycling and waste control; drain & gutter clearance; preparation of the halls for examinations and events; booking of lettings; repairs and maintenance).
- To carry out repairs of a minor nature as required.
- To support in the monitoring of day to day work carried out by external contractors as required and ensure it is completed promptly and properly.
- To Lead in the maintenance and operation of the school swimming pool.
- To be available for evening and weekend duties as required.

- To ensure arrangements are in place for emergency maintenance outside normal office hours.
- To manage good relationships.

## **2. Health, Safety and Security**

- To ensure that the school complies with the HASAW act, including areas such as fire regulations, Legionella Control, Electricity at Work and COSHH regulations.
- Keep clear and systematic logs of all Health & Safety and other premises-related activities and checks that require recording
- To conduct regular inspections of the site facilities, premises and grounds.
- To ensure the security of the site and premises, including arranging efficient and effective locking and unlocking routines.
- To develop and implement a call-out system for responding to alarms or other emergencies outside normal working hours.
- To develop and implement a system for the effective treatment of pathways and steps during adverse weather conditions include the use of salt/grit.
- To implement systems and procedures for planning and executing routine maintenance of facilities, equipment, control systems and premises and grounds, including drain clearance and litter removal.
- To undertake other such duties and tasks as are necessary and appropriate in order to ensure the site is available for use.

## **3. General Responsibilities**

- Regularly review their own practice, set personal targets and take responsibility of their own personal development.
- Carry out other duties commensurate with the level and grade of the post as directed by line manager.
- The responsibilities and duties attached to this role will be reviewed regularly as part of the performance management process and may be subject to change. Any proposed amendments requiring a change in grade or that are not within the general remit of the role will only be made after consultation with the post-holder.
- To comply with the Health and Safety Policy of the school with regard to the well-being of themselves and others.

#### **4. Safer Recruitment Statement**

St Anthony's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The job description sets out the major duties associated with the stated purposes of the post. It is assumed that other duties of a similar nature/level are included even if they are not itemised within the description.

Signed : ..... **Post Holder**

Date: .....

Signed: ..... **Headteacher**

Date: .....