



# The Athelstan Trust

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Estates Operative (Multi-Site)</b>
<b>Responsible to:</b>	<b>Head of Operations</b>
<b>Salary:</b>	<b>Points 13 - 16 (£24,948 – £26,354)</b>
<b>Hours:</b>	<b>Full time, 37 hours per week, all year round, permanent Flexible or part time hours will be considered</b>

### Main Duties & Responsibilities

- To undertake a full range of handyperson duties as required by the Head of Operations or the relevant Site Manager to provide maintenance support at the schools within the trust, undertaking site related projects and providing additional capacity to the site teams.
- To provide cover for the site maintenance teams across the trust as required, with duties to include-
- Key holding and security, locking/unlocking school premises
- To identify and report building, furnishing or fittings deficiencies to the Site Manager and to undertake any remedial action that may be authorised and appropriate, where an external contractor is not engaged. This may involve obtaining quotes or arranging emergency repairs from external contractors.
- To escort contractors and other relevant persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work having regard to the school environment.
- To take delivery of stores, goods and equipment and arrange storage or distribution as required, including the maintenance and completion of relevant documentation with appropriate authorising signatures.
- To assist with the operation of the school heating systems; ensuring that all plant and equipment operates at maximum efficiency and economy, reporting any deficiencies accordingly.
- To clean defined areas of the school premises, together with any emergency cleaning needs (including graffiti) arising during the working day.
- To be responsible for the general tidiness and safety of the outside areas, e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.

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To set out/put away furniture for school events and undertake general portering as required by the Site Manager or Trust Head of Operations.

- To undertake any other site related tasks at any trust location as directed by individual Site Managers or the trust Head of Operations.
- Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement; also use of toxic chemicals.
- Site maintenance activities will require some outdoor work in adverse weather conditions, including the provision of safe access to school buildings when snow or ice problems occur.
- Use of domestic power tools for appropriate repair and maintenance tasks. Cleaning materials will be used on a regular basis. Basic understanding of the operation of school alarm and heating systems will be required. Training will be arranged, as necessary.

## Job Context

- Site staff play an important part in the smooth and efficient running of the school. The post holder will be expected to work in a flexible way to meet the needs of the trust schools, combining planned project and regular tasks with support for day-to-day needs and emergency responses as required.

## Supervision

- General supervision will be provided by the Site Manager at the relevant trust school site. However, the post holder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

## Contacts

- Daily contact with the Site Manager. General contact with other school staff and contractors/suppliers

## General

- Keep up to date with developments and changes in associated legislation and guidance and communicate information to colleagues across the Trust as appropriate.
- Promote the Trust's vision and values.
- Seek, consider, and act upon professional support and advice as required.
- To participate in your own professional development activities and performance management activities, as required.
- Protective clothing will be provided and must be worn while undertaking relevant duties.
- Carry out any such duties as may be reasonably required by the Trust.



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## CONDITIONS OF EMPLOYMENT

The post holder will be subject to an enhanced Disclosure & Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Board of Trustees.
- To ensure confidentiality appropriate to working in a school/business environment and to adhere to all policies.
- To uphold the Trust's policy in respect of child protection matters.
- The postholder shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management/appraisal scheme.
- The postholder will be required to travel between all schools within the Trust.