



RIGBY HALL SPECIAL SCHOOL

SITE OPERATIVE – JOB DESCRIPTION

POST TITLE: SITE OPERATIVE

RESPONSIBLE TO: Site Manager/Business Manager/Headteacher

SALARY: Scale 2, Scale points 3-4. Annual FTE salary £24,192-£24,569, actual salary £16,853-£17,115

POSITION: Permanent (following a 6-month probationary period), Monday – Friday, term time only.

HOURS OF WORK: 30 hours per week: 8am – 2.00pm, with flexibility to work occasional shift pattern up to 5pm

PURPOSE OF THE JOB:

To assist the Site Team to maintain a safe, secure, clean, attractive, and welcoming site through a process of regular cleaning and routine and scheduled maintenance of all school buildings, grounds, fixtures and fittings.

MAIN DUTIES & RESPONSIBILITIES

- To undertake regular inspections of the site to identify the need for repairs or improvements
- To undertake minor repairs where necessary
- To re-stock hygiene supplies, for example paper towels, toilet rolls, soap etc
- To put out and take down chairs and tables at lunchtimes and other times as necessary
- To undertake portering duties as required
- Litter picking throughout the site
- To liaise with Acivico, facilities management company
- To liaise with the cleaning company where necessary
- To occasionally lock/unlock school premises at agreed times if necessary
- To ensure the safe storage of any flammable/toxic substances on site

- To ensure the site is kept clear of snow, ice and other materials that may affect access and egress of pedestrians and vehicles
- To act as a contact point for contractors visiting the school during term time
- To chaperone contractors where necessary
- To undertake cleaning duties which occur during the school day, which cannot be left for cleaning staff
- To undertake spot carpet cleaning
- To launder dusters, tea towels, aprons etc., where required
- To immediately clear up any hazards to pupils and staff (i.e. spilt chemicals, broken glass)
- To help undertake painting/re-decoration as part of a planned rolling programme of maintenance and ad hoc where required
- To take and submit meter readings for various utilities
- To undertake site security checks
- To maintain a clean, tidy and presentable site
- To ensure COSHH safety data sheets are available
- To assist the Site Team with regular fire alarm tests
- To empty bins and nappy bins where necessary
- To conduct site checks for health and safety issues and report them to the Business Manager
- To comply with the requirements of The Health & Safety at Work Regulations. To take reasonable care for the Health & Safety of him/herself and for others affected by his/her work and to cooperate with their employers in ensuring that Health & Safety responsibilities are carried out