

Facilities and Operations Operative

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| Department: | Facilities Department |
| Hours: | 30 hours per week, all year round. 5 days a week @ 6 hours per day |
| Working Pattern: | Shift Pattern Mon – Fri (Occasional Weekend Work) 4pm to 10pm |
| Salary: | From £12.71 per hour |
| Contract Type: | Permanent |
| Reporting to: | Facilities |
| Direct Reports: | N/A |
| Location: | Primarily Mayfield Sports Centre and Dalnacraig Sports Fields, Arbroath Road, Dundee DD4 6LR, and occasionally Euclid Campus, Dundee, DD1 1HU. |

The Role

Job Purpose: To maintain a clean, safe, and well-functioning school environment. This role involves ensure the school's buildings and grounds are impeccably maintained according to approved standards. Additionally, it encompasses vital security duties, including managing alarm systems, addressing security risks, and performing keyholder responsibilities. The position also ensures that all premises are safe and comfortable, adhering to statutory requirements and conducting regular health and safety inspections and keeping the building clean. Assisting, staff, pupils, customers and guests using Mayfield and Dalnacraig facilities ensuring that all sports equipment is in place for evening bookings and put away afterwards. With responsibilities extending to facilities maintenance, minor repairs, grounds upkeep, and coordination with external contractors, this role demands a proactive, independent, and collaborative approach to support the school community effectively.

Key Outputs & Responsibilities:

School Security

1. Follow protocols for opening and closing the school.
2. Maintain the security and safety of the school premises, including operating alarms and keyholder duties.
3. Report and secure any security risks or unauthorized entries.

School Safety and Comfort

1. Ensure adequate lighting and heating and maintain related equipment.
2. Comply with statutory safety requirements, including fire alarm tests and water outlet flushing.
3. Conduct routine health and safety inspections, complete documentation.
4. Report and address any health and safety issues.

Approach to Work

1. Confidently drive and supervise children between school sites and events.
2. Work independently to complete tasks proactively and safely.

3. Follow instructions, procedures, and use initiative.
4. Collaborate with colleagues, pupils, parents, and suppliers.

Hygiene and Cleaning

1. Adjust cleaning schedules for special events or requests.
2. Empty bins, refill hand towels and toilet paper as required.
3. Perform emergency cleaning (e.g., graffiti removal, spills).
4. Ensure availability and proper use of cleaning equipment and supplies.
5. Sweep games hall floors as required.
6. Keep playgrounds, playing fields, hard-standing areas, and steps clean.
7. Conduct litter picks around the school premises.
8. Present refuse bins for collection.

Maintenance and Upkeep

1. Perform portering and facilities maintenance duties.
2. Monitor the Facilities Management helpdesk, handle complaints, and coordinate with contractors.
3. Conduct minor repairs and maintenance of fixtures and equipment.
4. Paint and decorate as per the maintenance plan.
5. Move furniture and equipment as needed; set up for events.
6. Maintain grounds and access areas, including trimming, weed killing, and pitch marking.
7. Inspect and maintain tools and equipment.

Liaison with External Partners and Suppliers

1. Escort contractors on-site, ensuring authorized access.
2. Promote energy conservation and secure premises after duties.
3. Attend occasional school functions and extra-curricular activities, including evenings and weekends.

Person Specification

Essential Qualifications and Experience

- Proven experience in role within a facilities, or maintenance environment.
- Knowledge of health and safety regulations and best practices.
- Experience with security protocols and alarm systems.
- Familiarity with maintenance and minor repair tasks.

Skills and Competencies

- Ability to monitor and maintain high standards of cleanliness.
- Competence in handling emergency cleaning and maintenance tasks.
- Proficiency in using and maintaining cleaning and maintenance equipment.
- Effective communication skills for interaction with staff, students, parents, and suppliers.
- Organisational skills to manage supplies, schedules, and documentation.
- Ability to conduct health and safety inspections and complete related paperwork accurately.
- Problem-solving skills to address and rectify maintenance and security issues.

Personal Attributes

- Proactive and independent worker with a high level of initiative.
- Reliable and punctual with a strong sense of responsibility.
- Attention to detail to ensure cleanliness and safety standards are met.
- Flexibility to adjust schedules and respond to ad-hoc requests.
- Ability to remain calm and act swiftly in emergency situations.

- Positive and approachable demeanour for effective collaboration with the school community.
- Physically fit to perform manual tasks such as lifting, moving equipment, and maintaining grounds.

Additional Requirements

- Valid driver's license and ability to occasionally drive and supervise children between school sites and events.
- Willingness to occasionally work outside normal hours, including evenings and weekends, for school functions and events.
- Ability and willingness to do practical repair, maintenance and decoration work.
- Capability to undertake winter checks and respond to alarm activations during festive periods.
- Commitment to energy conservation and environmental sustainability practices.

The School requires all newly appointed staff to undertake a check with the Scottish Criminal Records Office in line with the Protection of Vulnerable Groups ('PVG') Scheme. Offers of employment are conditional upon satisfactory registration with the PVG Scheme.

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

To progress your application, for administrative purposes, High school of Dundee will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our [Staff Privacy Notice](#). In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it.

If you have any questions about High School of Dundee's use of data please contact us.