

Job Description



Job Title: Estates Works Operative (EWO)

Department: Estates

Line Manager: Estates Works Manager

Job Purpose:

To provide an efficient, effective Estates service by supporting and being part of the Estates Department function across all areas of the School's extensive (52 acre) campus. Meeting the needs of all pupils, parents, employees and other School service users. Working as part of a team as well as working on own, using your initiative when required.

Main Responsibilities:

1	<p><u>General Estates Works Operative Responsibilities</u></p> <p>Duties include setting up multiple venues across the whole campus from the precision planning of the exam hall to concert seating and stage equipment for performances. School furniture, equipment and musical instruments also need to be transported around the campus.</p> <p>To respond appropriately to all requests for assistance from pupils, staff and other service users of the School, with guidance from Estates Management team.</p> <p>Carry out minor maintenance and repairs tasks as and when required e.g. hanging notice boards, unblocking toilets, changing light bulbs/tubes, repair broken lockers. First point of contact for stakeholders, reporting issues to the Estates team.</p> <p>Ensure that entrance doors are open as necessary out with standard School hours and carry out car parking duties as required.</p> <p>To distribute supplies as and when required to various departments.</p> <p>Liaise with visiting contractors and provide them with access to their area of i.e. meter reading, pest control, water temperature readings et al.</p> <p>Ensuring health and safety is always maintained and adhered to.</p> <p>Keep all pupil lockers in good working order, changing locks as and when required To help in the disposal of all confidential waste</p> <p>To oversee disposal of packaging and other School waste materials.</p> <p>To distribute and process all incoming and outgoing postal services, receiving deliveries of mail, packages and equipment and distributing these as appropriate.</p>	70%
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	To respond to any other reasonable request from the Estates Management team.	
2	<p><u>Security and Safety Responsibilities</u></p> <p>To ensure that all facilities and buildings are opened and secured properly at times.</p> <p>Be responsible for the safe custody of their own set of school keys</p> <p>To respond to any intruder and/or fire alarm alerts and dealing with any general campus security or fire issues.</p> <p>Help to direct any emergency vehicle arriving at the school, and assist with the distribution of defibrillators as and when required.</p> <p>To assist in the testing of the school fire alarm system and report any issues as necessary to your line manager.</p> <p>Report any immediate defects that cause potential hazards or risks to line manager and make area safe for users of the building.</p> <p>Help to provide a safe and secure environment for pupils, staff and visitors while on the school campus</p> <p>To attend training courses relating to job specifications to ensure you are working to health and safety regulations</p>	25%
3	<p><u>School Transport</u></p> <p>To carry out weekly vehicle inspections on all the school minibuses, drive the minibuses as and when required wash and clean vehicles and fill with fuel as and when required.</p>	5%
Key Contacts and Working Relationships:		
<p>Working closely with GWC colleagues, visitors, parents and other external users when providing a range of Estates related services, always maintaining a polite, professional and flexible attitude to ensure all tasks and requests for Estates support are successfully completed.</p> <p>Working within the Estates Department.</p> <p>Ensure positive working relationships maintained with suppliers of goods/services, contractors and couriers.</p>		
Planning and Organising:		
<p>To work as part of the Estates team as well on your own, using your own initiative when needed.</p> <p>To actively participate in the daily discussion of the workload, sharing ideas to achieve best possible solutions.</p>		
Problem Solving and Decision Making:		

Required to make quick, well-informed decisions along with an understanding of when and where to seek further advice.

Generally, be required to solve day to day problems independently and have the necessary flexibility to meet the various challenges of the post

Resources and Requirements:

Previous Manual Handling training and experience.

No direct line management or budget responsibility associated with the role.

Dealing with school furniture, equipment and resources (including some high value items) on a daily basis, ensuring they are moved, used and secured appropriately.

Liaising and providing access to contractors on site.

Knowledge, Skills and Experience:

Essential:

Previous experience in a similar role, ideally within an educational work environment.

Competent in using tools required for general maintenance.

Basic DIY and maintenance skills.

Full clean UK driving licence preferably with D1 endorsement.

Must be physically able to respond to the manual handling requirements of the role.

Excellent oral communication skills.

Works on own confidently and unassisted with good use of initiative and common sense to complete tasks competently.

Desirable:

PASMA (Prefabricated Access Suppliers and Manufacturers Association) certification

PAV (Push Around Vertical) certification

Building Maintenance / Trade background.

Background of working within schools.

