



Facilities Team Operative

Hours to be worked 37 Hours per week

Shift Pattern

Week 1	Mon – Thur	06:45 to 10:30 - 11:00 to 14:45	(breaktime flexible)
	Friday	06:45 to 10:30 - 11:00 to 14:15	(breaktime flexible)
Week 2	Mon – Thur	08:00 to 13:00 - 13:30 to 16:00	(breaktime flexible)
	Friday	08:00 to 13:00 - 13:30 to 15:30	(breaktime flexible)
Week 3	Mon – Thur	11:00 to 14:00 - 14:30 to 19:00	(breaktime flexible)
	Friday	11:30 to 14:00 - 14:30 to 19:00	(breaktime flexible)

Option Additional 30 minutes can be added to contract to maintain a constant work pattern across all days.

Weeks to be worked 46.4 All Year with 5.6 Weeks Holidays inc. Bank Holidays

Weeks Holiday Paid 5.6

Total Weeks Paid 52

Full Time Equivalent 1.0

Pay Range 2A National Joint Council (NJC)

Pay Scales 10 – 12 £25,545 - £26,421

Based on NJC 1st April 2023 – 31st March 2024 Pay Scales

Actual Salary Paid Range As above – dependent on length of service.

Job Description

Aim: The post holder will be responsible to the Maintenance Manager as a member of the school site team, to ensure the school is maintained to a high standard of cleanliness and safety in compliance with all Health & Safety guidelines.

Reports to: Maintenance Manager

Responsible to: Commercial & Operations Director

Other benefits: Free onsite parking.

Discounted membership of the Redgrave Sports Centre.

Location The role is based at Great Marlow School but may include travel to school in the Marlow District that the school provides support to.

Areas of responsibility:

- First point of contact for the Site Team (to respond to in-person, telephone and email requests),
- Routine washroom janitorial tasks: replenishment and upkeep,
- Routine keyholder tasks (Shift dependant),
- Routine Health & Safety: waste & recycling, sweeping, spillages, & adverse weather,
- Routine Maintenance: spares, repairs & adjustments,
- Vehicle: cleaning, maintenance, refuelling & driving,
- Portage: parcels, archive, furniture & room layouts,
- Work across other supported sites,
- Any other duties required to help with the smooth running of the School.

Person specification:**Accuracy**

- Able to follow instruction and operate equipment safely with good attention to safe working environment.

Reliability

- Able to follow directions from supervisors and respect policies and procedures. Able to show commitment to the organisation and task completion.

Team working

- Ability to develop effective and supportive relationships with colleagues, both internal and external both in terms of social interaction and positive support with team workload.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions with a good attention to detail.

Customer focus

- Able to build rapport easily, put the customer first and work hard to meet their needs.

Communication

- Able to communicate effectively, verbally and electronically.

Flexibility

- Successfully adapts to changing demands and conditions.

Special conditions

- The post is conditional to an enhanced DBS check.
- Maintain a valid First Aid at Work qualification

Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the Headteacher.

Great Marlow School's vision is to ensure a 'high quality learning environment that inspires students, staff and the community to be compassionate, successful and resilient contributors that will create a better society. Included within our vision we strive to develop a staff who are dynamic, highly skilled and passionate and who have a shared vision to deliver successful and outstanding teaching and learning. In addition, we aim to deliver a high quality safe school environment that inspires students, staff and the community to excel.

Health & Safety at Great Marlow School

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Great Marlow School are expected to comply with Health & Safety requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Great Marlow School policies and procedures.

Specifically, colleagues must continuously carry out all duties in a manner which does not endanger themselves or others.

Data Protection at Great Marlow School

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website www.gms.bucks.sch.uk

Code of Conduct Statement

Colleagues at Great Marlow School are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned. The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.