



## **Estate Team Operative**

Salary: £23,194

Start date: ASAP

Closing date: When Filled

### Estate Team Operative

Thank you for your interest in the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard application form** valid for all vacancies are to be found in the Job Opportunities page of the school's website. Please read this information carefully.

The details of this role are as follows:

Working hours: Full time 37.5 hours – over 5 days, on a rolling shift pattern, Monday-Sunday of either early, mid or late shift. Every fourth week you will have days off between Monday and Friday as you will have to work Saturday and Sunday (shift timings as required)

Approximate shift timings:  
Early 7am-3pm, Mid 9am-5pm, Late 2.30pm-10.30pm

Contract type: Permanent

Salary: £23,194

Start date: ASAP

If you have any queries or need further information about the position, please do not hesitate to contact HR at [HR@michaelhall.co.uk](mailto:HR@michaelhall.co.uk)



### Application process

To apply for this role, you will be required to complete the school's standard application form (which you can find on the Job Opportunities page of our school website) and return it electronically to [hr@michaelhall.co.uk](mailto:hr@michaelhall.co.uk) or by post with any requested supporting documentation.

Please note that it is not necessary to enclose a separate CV, although you may do so if you wish – however, we still require a completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

Previous applicants need not apply.

*Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.*

*Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.*

## Job Description – Estate Team Operative

### Key Responsibilities

- To ensure that the school buildings and surrounding areas are safe and secure
- That school buildings are heated efficiently
- That School buildings are clean and tidy, by supervising the contract cleaners and assisting when required.
- That all buildings entrances, exits & fire exits are accessible
- That all buildings & F&F within are in good working order
- To work alongside other estate team operatives & external contractors to make sure the site as a whole is safe, secure and clean for pupils, parents, staff and visitors & to ensure the educational demands of the school & the estate within its current setting.

**Reporting to:** Team Supervisor & Estate Manager

### GENERAL

Compliance & compliance recording - Daily safeguarding, Legionella, fire equipment, Playground equipment, Cleaning, Health & Safety

Support school festivals (Midsummer, Advent Fair, Saturday Markets, Open Days, Theatre Performances, Olympics, etc)

Support for Lettings - mostly furniture moving & cleaning preparing Mansion for events, but also direct event support & emergency response.

Site cleaning: bins, sweeping, benches, drains, window cleaning, fleet vehicles, classrooms, gym, theatre etc.

Heavy lifting of equipment in and out of storage to work/teaching spaces, interior & exterior decorating, blackboard painting

Support for Site Development projects

Small repair work on school properties

Working with outside contractors at request of Estate Manager



## **GROUNDS – Supporting the Groundskeeper**

Grass mowing, strimming, blowing, spiking, harrowing, rolling, weeding, gutter cleaning  
general duties within the School as directed

Hedge cutting around the school, including some school residential properties.

Clearing leaves

Clearing, reclaiming and maintaining the boundary fences.

Tree maintenance in the grounds (pruning, minor tree surgery).

Pest control (squirrels, rabbits, deer, wasps, etc)



Person Specification

	<i>Essential</i>	<i>Desirable</i>
<i>Experience &amp; Knowledge</i>	<p>Basic health &amp; Safety Awareness            Basic Computing skills – Word &amp; Excel            Knowledge of H&amp;S legislation, and good practice in relation to caretaking /cleaning and hygiene</p>	<p>Awareness and understanding of working within a Waldorf school environment            Previous key holder responsibilities            Experience using specialist equipment (e.g., ladders, floor polishing machines, mowers, tractors)            Experience of site security and safety, inc. use of intruder, CCTV and fire alarm systems            Previous experience of school or large estate-based site team role</p>
<i>Skills</i>	<p>Good organisational skills &amp; a methodical work ethic            Must be able to work effectively &amp; supportively as a member of the estate team            Supervisory skills, managing relationships with external contractors            Ability to undertake all the physical aspect of the job, including heavy lifting on a daily basis            Self-motivated, ability to act on own initiative, dealing with any unexpected problems that arise</p>	<p>IOSH Qualification            COSHH training or awareness of COSHH regulations            D1 driving licence</p>
<i>Personal Qualities</i>	<p>Willingness to be flexible regarding working hours            Personal commitment to continuous self-development            Excellent interpersonal communication            Must maintain confidentiality on all school matters            Commitment to attend to site in an emergency            Willingness to take personal responsibility for the standard of work carried out</p>	



### Specific Tasks involved in the role

#### Daily

- Check all heating systems are functioning correctly as per weather conditions and set boilers and heating timers accordingly
- Ensure all entry points to school are clear and accessible
- Open & closing of all school buildings
- Police cyclists/vehicles/pedestrians entering/leaving the grounds whilst performing official crossing duties at certain times throughout the day
- Ensure vehicle/pedestrian safety at drop off/pick up points
- Lock/unlock all internal/external school gates as required
- Check all school toilets and communal areas as per school cleaning protocols. Check for, & removal of graffiti, restock all toilet rolls, hand sanitizers and cleaning supplies as necessary
- Empty all outside recycle/refuse bins and ensure refuse collection areas are tidy and gates are locked
- Check all light functions. Replace internal bulbs as necessary. Report any other malfunctions including external blown bulbs.
- Check all fire extinguishers are correctly positioned & all fire exits are clear
- Supervise cleaning staff along with external cleaning company supervisor
  1. Be on-site as their duty first aider
  2. Inform them of any changes to scheduled work
  3. Check assigned work has been completed & is to a suitable standard
- Provide emergency cleaning cover as needed
- Switch off lights, close windows and lock up all buildings by 8.30 pm unless in use
- Check all entrance door glass for handprints etc. Clean as necessary
- Removal of any site debris which may cause issue or harm
- Assisting with site security & emergency first aid response
- Be available to drive minibus (school trips and bus run; as and when required)
- Be available as on-call first aider
- Dealing with deliveries & contractor chaperoning
- Complete any works to the grounds assigned to you for that day for example: Grass cutting, hedge cutting, tree surgery, leaf collecting, pressure washing, drain clearing, gutter clearing, shrub pruning/planting/removal, mulching, weeding, spraying, landscaping works

#### Weekly

- Ensure all refuse bins are accessible for collection on scheduled collection days and record the number of bins collected
- Stocktake and order of cleaning materials, restocking ancillary areas
- Check roadside bin collection area is locked after collection
- Test all fire alarms, log results and check fire extinguishers
- Check, clean and repair/replace as necessary all site signage
- Check all window fittings, perform small repairs, report major repairs
- Check all manhole covers for damage
- Check all biohazard kits are fully stocked
- Ensure synchronisation of all timed systems, clocks, bells, heating timers etc.
- Inspect and clean all building entrances
- Check all sump pumps are operating correctly
- Check all smoke/heat detectors are functional. Replace batteries as necessary
- Re-stocking of all site printer paper to specific locations



### Weekly - cont.

- Cleaning & Buffing of the Gym floor
- Being aware of Covid regulations and working within Safer Operating Procedures
- Infrequent outlet water flushing

### Monthly

- Record gas, electric & water meter readings for all school buildings and unoccupied domestic premises – sending readings to suppliers
- Lift manhole covers and check drains for potential blockages, report any issues
- Check all gas emergency valves are functioning correctly
- Check all playground equipment for safety. Conduct minor repairs as required, report major issues
- Check all safety signs & line markings are in good condition. Repaint/repair as necessary
- Adjust timed heating and light systems as appropriate for time of year
- Water flushing, testing & temperature recording for legionella monitoring & compliance
- Clear all Mansion roof gutters and downpipe drains
- Accompany sanitary bin collection company
- Emergency lighting checks

### Quarterly

- Lift and clean manhole apertures
- Accompany meter readers on site as required
- De-scaling of shower heads

### Annually

- Drain down and clean water tank in gym boiler room
- Ensure ROSPA inspection of playground equipment is completed and any recommendations actioned

### Seasonal/School holidays

- Flush water systems weekly during holidays
- Clear gutters; check and clear all rainwater goods
- Check all building/room temperatures are compliant for use, turn off systems that will not be in use
- Arrange and supervise deep cleaning during summer/winter holidays, liaising with Estate Manager
- Work alongside all other ETO's & Estate Manger in completion of designated tasks

### Emergencies

- Snow clearing & Ice salting as required
- First Aid

### Ad Hoc

- Assisting with Lettings (i.e., welcome, assistance, heating, building checks, cleaning, etc) as required by the Operations Manager/Estate Manager
- Responding to emergency call outs





## General Information

### Safeguarding Children / Child Protection

You will work in accordance with Michael Hall School policies and procedures for safeguarding vulnerable children.

### Equal Opportunities

As a member of staff at Michael Hall School, you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including children, relatives and staff, are treated equally in line with the Equal Opportunities Policy.

- This job description is not exhaustive. You may be asked to undertake any other similar duties if required.
- This job description may be reviewed and altered in the light of changed service needs and following discussion with the post holder.
- Michael Hall School employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.
- The post holder will be required to comply with all internal policies and procedures
- Michael Hall School is an equal opportunities employer and the post holder will be expected to promote this in all aspects of work