



GATEWAYS

SCHOOL



Operations Assistant

Growth

Wellbeing

Success

Introduction

We are currently looking to recruit an enthusiastic and motivated Operations Assistant to join our Operations Department.

Reporting to the Operations Manager, the Operations Assistant assist in all areas of the Operations Department including

- maintenance tasks
- grounds tasks
- car park duty
- driving the school minibuses
- cleaning tasks
- event tasks

Person Specification

Essential

- Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues;
- Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines;
- Excellent communication skills;
- Be self-motivated, punctual, reliable and computer literate;
- Ability to show initiative in developing the role and to work with minimal supervision.

Desirable

- Experience in a maintenance;
- Experience in grounds and estates;
- Experience in a school environment;
- An awareness of asbestos management systems.



Job Description

- Fit new, and complete repairs to existing, fixtures and fittings;
- Painting and decorating;
- General plumbing and electrical repairs (any work requiring a qualified tradesman will be outsourced);
- Joinery and small building works;
- Use the electronic email system to log jobs and record jobs that have been completed;
- Daily car park duty;
- Escort and assist contractors on site;
- Assist with the set up and running of school events, events and assemblies;
- Assist with the weekly, monthly, and termly compliance checks, e.g. Legionella, fire alarm, emergency lighting, visual checks of the buildings, etc as needed;
- Maintenance of electrical equipment onsite, including specialist DT equipment;
- The setting out and marking of the Sports Field;
- Drive the school mini buses when required (e.g maintenance work, trips/fixtures, cover driver);
- Assist with grounds tasks;
- Assist with cleaning tasks;
- Maintain the security and integrity of the school at all times by undertaking regular inspections of the premises to ensure that all points of entry are in good working order and properly secured, and by locking and unlocking the site as and when required;
- Respond to emergency situations, alarm call outs and help in facilitating third party lettings out of school hours, as required;
- In the event of immediate emergencies, to facilitate interim repairs that are necessary to maintain the safety of the school pending arrival of outside contractors;
- Be responsible for safeguarding and promoting the welfare of children;
- Be aware of and comply with all school policies, practices and procedures;
- Attend all staff training days, professional development courses, meetings, staff briefings, development days etc as required;
- Be a role model for students through personal presentation and professional conduct;
- Establish effective working relationships with professional colleagues;
- Maintain confidentiality inside and outside the school;
- Carry out any reasonable tasks as directed by the Head.

Dependent on the skills and qualifications of the post-holder there will be other tasks that will be undertaken in agreement with the Head and or Operations Manager.

This job description is not intended to be exhaustive, and it remains subject to change at any time to meet the changing needs of the school.