



RYDE SCHOOL JOB DESCRIPTION

ROLE: Estates Operative - Grounds & Maintenance

START DATE:

LINE MANAGER: Estates - Grounds & Maintenance Manager

The Estates Operative - Grounds & Maintenance, works closely with the Grounds & Maintenance Manager & the Senior Grounds Operative in coordinating maintenance & Grounds works across the School site. The post holder reports to the Grounds & Maintenance Manager. From time to time it might be necessary to alter the job description below in consultation with the post holder and the Headmaster.

ROLE SUMMARY: *To work as part of a team to ensure that Ryde School with Upper Chine is well maintained, compliant, and arranged in such a condition as to provide an environment conducive to the school's activities and prestige.*

SKILLS AND COMPETENCIES OF THE ROLE:-

- General building, carpentry, maintenance & grounds experience
- To be able to undertake routine repairs or minor works including joinery, painting and decoration, general building works, grounds/gardens works, or general plumbing.
- Experience in Health and Safety policies, compliance, and procedures
- Ability to act on your own initiative, highlight potential future works, and deal with any unexpected issues.
- Ability to proactively work in a well-organised and systematic manner.
- The ability to build effective working relationships with colleagues and contractors in a spirit of trust and cooperation
- Excellent understanding of customer service and the ability to always deliver customer-focused service.
- A person willing to take responsibility and pride in the role and the School
- Flexible approach to working hours
- Personal integrity, honesty, discretion, and confidentiality
- Excellent timekeeping and organisational skills and the ability to cope with the varied demands of the role and juggling lots of tasks at once



- The ability to work effectively alone and to be proactive in dealing with requirements
- Great communication and organisational skills
- Basic IT experience is preferred but not essential (training can be provided)
- A full UK Driving License is essential

SPECIFIC RESPONSIBILITIES:

- To undertake a full range of handyperson duties as directed by the Grounds & Maintenance Manager or the Senior Grounds Operative, to provide maintenance support across the school site, undertake site-related projects, and provide additional capacity to the combined estate teams.
- Deliver Scheduled, Reactive, and Remedial maintenance services as directed by the Grounds & Maintenance Manager, ensuring that operational standards are always maintained.
- Ensure the application of the site rules of conduct, policies, and health and safety protocols during maintenance procedures to minimise the risk of injury or incident
- Carry out compliance monitoring across the site in line with the H&S, record findings effectively, and complete the relevant reports
- Carrying out all duties and conducting behaviour in compliance with Health and Safety legislation and following school policies and procedures
- Carry out a range of external and internal maintenance tasks to school buildings to the highest standard, whilst keeping within budgetary requirements
- Ensuring all significant issues that may affect the running of the Maintenance Department are promptly brought to the attention of the Grounds & Maintenance Manager
- Identifying and initiating repair work to ensure preventative maintenance and reporting on action taken, to the Grounds & Maintenance Manager
- Be capable of working efficiently, effectively, diligently, and courteously without the need for constant supervision
- Be able to work as part of a team in supporting the school functions, exams, and events and setting up the appropriate furniture
- Attending all meetings and training sessions as requested by the Grounds & Maintenance Manager



- Supporting the Grounds & Maintenance Manager by proactively highlighting and planning maintenance works
- Participate in the occasional on-call programs requiring after-hours and weekend involvement and supervision
- Using and maintaining departmental tools and equipment in good working condition ensuring adequate stocks of consumables are readily available
- Maintain an effective planned preventative maintenance system (Hesk) and support all further actions including repairs and emergency breakdowns
- Support & manage maintenance contractors when on-site and ensure work is completed to required standards
- Ensuring rooms and facilities are set up correctly for school events in line with the customer's requirements
- To carry out ongoing checks of the entire school and primary school sites, and to ensure compliance with Health and Safety regulations (including asbestos and legionella) and the school's own Health & Safety Policy. Undertaking immediate action to remedy any areas of non-compliance. Reporting to the Grounds & Maintenance Manager
- To carry out road-crossing patrol duties as and when required
- Provide cover in the other areas of the department to help support estate duties

GENERAL NOTE: Job description cannot be prescriptive. The essential ingredient for the job is to work in a professional manner at all times; making sure it is the children who lie at the heart of what we do.