

Mobile Central Estates Support Operative – Grade 4 Job Description

Introduction:

Ascendancy Partnership Trust (APT) is a newly formed multi-academy trust (MAT) with deep community roots across the Berkshire area, composed of three all-through SEND schools specialising in learning difficulties.

Our mission is to provide the best possible education for children and young people with additional and complex needs in both special and mainstream schools. Our estate spans multiple sites across the Trust, each tailored to support the needs of children and young people with SEND.

Purpose:

Under the direction of the Director of Estates, provide flexible estates and premises support across all Trust sites, including caretaker cover, maintenance assistance and operational support to the Trust's inhouse trades teams.

Act as the Trust's primary mobile premises resource, providing temporary operational cover during caretaker absences and support schools during vacancies, periods of increased demand and emergency operational situations.

The postholder will work at any Trust location as required and contribute to the safe, efficient and compliant operation of Trust buildings and grounds.

Summary of the main duties and responsibilities:

Caretaker and site support:

- Provide caretaker cover during sickness, annual leave and vacancies.
- Undertake site opening and locking duties when required.
- Carry out routine premises inspections.
- Support management of contractors attending site.
- Assist with deliveries and site logistics.
- Support school events and lettings.
- Undertake site security inspections where required.
- Respond to premises-related emergencies and operational incidents.
- Support school lockdown, evacuation and emergency procedures where required.
- Support the Estates Team with compliance monitoring and record keeping using the Trust's CAFM and compliance systems.
- Assist with premises inspections, asset verification and condition surveys.

- Support the delivery of minor capital and maintenance projects under the direction of the Director of Estates and Operations.

Estates maintenance and Trades support:

- Assist the Trust Electrician as required with maintenance and installations.
- Assist the Trust Plumber as required with planned and reactive works.
- Assist the Playground Inspector and Maintainer with playground and outdoor equipment repairs and inspections.
- Undertake general maintenance and repair tasks.
- Carry out decorating, furniture assembly and minor building repairs.

Compliance and Health & Safety

- Assist with statutory inspections and compliance checks.
- Support with fire safety inspections and testing activities.
- Maintain accurate maintenance records.
- Report defects and safety concerns promptly.
- Undertake condition inspections as required.

Grounds and External areas

- Support maintenance of external areas.
- Undertake seasonal tasks including gritting and leaf clearance.
- Assist with basic grounds maintenance where required.
- Support gutter clearance tasks.

Working with others:

- Working alongside school site team members.
- Supporting in-house Trust trades team members.

Professional:

- To be accountable for own professional actions and recognise own professional boundaries, seeking advice as appropriate.
- Attend regular in-service training as directed by the Ascendancy Partnership Trust such as child protection, sexual harassment and fire safety.
- Drive between Trust sites as required using a Trust vehicle where provided.
- Undertake routine vehicle checks and report any defects promptly.
- Attend regular progress meetings with the Director of Estates.
- Undertake any other reasonable duties as requested by the Director of Estates.

**PERSON
SPECIFICA
TION**

	Essential	Desirable
Qualifications and experience	• Full UK Driving license • Asbestos Awareness (Trust will provide if not held) • Basic literacy and numeracy	• Relevant maintenance, facilities or construction qualifications. • IOSH Working safely or equivalent Health & Safety qualification. • First Aid at Work qualification
Knowledge, Skills & Understanding	• Experience working in a caretaker, premises, estates, facilities or maintenance role. • Experience undertaking general building maintenance and minor repair works. • Experience working safely and in accordance with Health and Safety requirements. • Must be prepared to undertake additional training relevant to the role as required. • Ability to carry out duties independently and as part of a team • Must be prepared to work at heights using ladders and access equipment following appropriate training. • Must be able to undertake manual handling activities associated with the role. • Sound knowledge of general building maintenance. • Ability to undertake a broad range of caretaking, maintenance and operational support duties. • Must be able to establish and maintain good customer relationships • Basic understanding of statutory compliance requirements in	• Experience of working in an SEN school • Confident in using compliance and helpdesk platforms (e.g. I am Compliant, Parago, CAFM tools) • Understanding of statutory compliance requirements within schools, including fire safety, water hygiene and premises inspections. • Experience supporting planned preventative maintenance programmes. • Experience carrying out site opening, locking and security duties. • Experience supervising contractors or supporting minor project works. • Understanding of grounds maintenance and external site upkeep.

	school environments (e.g. fire safety, legionella) • Ability to communicate effectively with site teams, contractors and senior leaders. • Adaptable and proactive, with a commitment to continuous improvement and safeguarding standards • Ability to understand and follow instructions, risk assessments and safe systems of work. • Ability to carry out minor maintenance, repair and decorating tasks to a good standard. • Ability to use hand and power tools safely. • Ability to work independently and as part of a team. • Ability to prioritise workload and adapt to changing operational requirements. • Ability to accurately maintain maintenance records. • Must be prepared to travel between Trust sites as required. • Flexible approach to working hours and locations to meet operational needs across the Trust.	
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