



WELLSPRING

We Make A Difference

Senior Site Operative

Compliance, Maintenance & Contracts

Based in North Leeds/North Yorkshire
(Meanwood, Guiseley, Harrogate, Knaresborough)



About the Trust

Wellspring is a growing community of twenty eight Primary, Secondary, Special and Alternative Provision Academies across Yorkshire and Lincolnshire. We believe in making a real difference by improving the lives and life chances of every young person in our care.

Our Academies are vibrant, autonomous, community focused and highly successful.

Whether at the start of their school life or heading into adulthood, we treat all our pupils with 'unconditional positive regard.' This means we focus on understanding each child as an individual and meeting their own, unique needs.

At Wellspring, we have always talked about ethics and values as the heart of our culture. They have been our guiding lights. We have taken the harder path many times to remain true to our values. Our leaders are the custodians of our values.

Wellspring has ambitious plans to grow over the next five years, building on our strong reputation and performance to date. At the heart of this growth are our people and the culture they own.

We have earned our success thus far by empowering leaders within the context of a comprehensive and robust Trust-wide monitoring and risk assurance framework.

We aim to raise expectations and ambitions for every young person in our care. We aim to make a difference.

Job Description

Purpose of the post

- To lead and focus on compliance, maintenance and contract management across the North Cluster of schools (Based in Meanwood (Leeds), Guiseley, Harrogate and Knaresborough.)
- To provide a comprehensive, customer led, estates and facilities service across multiple academies within the Trust, ensuring the efficient and effective running of all aspects of estates related operations.
- To ensure our Academies premises are maintained to a high standard.
- To ensure the estates team deliver a clean, safe, secure learning and working environment.
- To supervise our site operative and caretaking team which enjoys a strong, harmonious culture and positive relationships with colleagues within the region and Trust-wide.
- To work across and support schools based in Meanwood (Leeds), Guiseley, Harrogate and Knaresborough.

Responsibilities:

- Monitor and update the estates management system (TRM) across multiple sites, which monitors compliance areas in terms of health and safety and estates management, for example, statutory inspections around fire, legionella, gas safety, etc.
- Support and provide training to users of TRM, ensuring they are equipped to effectively use the system.
- Assist with the implementation of systems, policies and procedures to ensure the smooth operations of the Academy sites.
- Make a significant contribution to the development of the Academy sites to continually improve the buildings, sites, grounds to benefit pupils, staff and to enhance teaching and learning functions.
- Contribute to the longer term 5-year cycle of estates management maintenance plans.
- Assist with the inspection and condition of school grounds, buildings, building services and facilities.
- Assist with the co-ordination of specialist contractors and participate in out of hours' emergency call outs.
- Undertake planned preventative maintenance (PPM) within skills set, for example, fault finding, repairs, minor improvement works across the sites.
- Perform a wide range of the work of other trades as skill level permits.
- Ensure that in carrying out all duties there is a compliance with statutory regulations, current legislation and local codes of practice and policies.
- Undertake statutory and mandatory training, as requested.
- Undertake general portering duties including the movement of furniture, equipment and general deliveries if required to do so.
- Provide an opening and closing service for the Academy sites.
- Deal with access requests by following the site procedures.
- Be on call, out of hours if and where required.
- Assist with the cleanliness of all areas whether these are cleaned by in-house facilities teams or outsourced contractors.
- Carry out emergency cleaning measures following storms, break-ins, vandalism, graffiti etc.
- Ensure that all ground drains and gullies are free flowing and clean, clearing blockages where possible.
- Undertake minor grounds maintenance tasks.
- Ensure that all external hard covered surfaces are free from litter, weeds, excessive build-up of dirt or leaves.
- Maintain the FM tools and equipment in a clean, safe, secure & tidy condition at all times.
- Carry out additional and ad-hoc duties as required by the Estates Manager.
- To deputise as required for the Estates Manager.
- Occasional weekend work may be required, on an ad-hoc basis.



Post Title:
Senior Site Operative –
Compliance, Maintenance
& Contracts
Reporting to:
Head of Regional Operations
Location:
North Leeds/North Yorkshire
Salary:
£22,571 - £24,920

Job Description – continued

Customer Service

- Develop and maintain positive, solutions-focused relationships with Academy leaders, incorporating the needs of the school, the estates and the estates team itself.
- Build positive relationships with external providers to the Academies maximising the levels of customer service they in turn provide to the Academy sites.

Team Work

- Promote one team ethos and support strong team working.
- Train and develop members of the estates team by upskilling, sharing of knowledge and estates information.

Sub-Contractor Management / Managed Services

- Assist with the quality assurance of any work from the outsourced FM services and assist with the monitoring of any contract specifications, schedules of work and service level agreements (SLA).
- Carry out routine audits to monitor the performance of subcontractors including cleaning, security & maintenance.
- To work in conjunction with, and on occasions supervise the work of contractors on site.

Health and Safety

- Ensure a safe working environment for all stakeholders at the Academy sites.
- Provide well balanced judgement calls and advice concerning health and safety matters and any consequent reviews.
- Ensure pedestrian safety at all times using appropriate methods and equipment.
- Carry out fire evacuation drills with the assistance of the schools in accordance with fire procedures and statutory provisions.
- Review on a regular basis all risk assessments and method statements.
- Develop a security regime to ensure that patrols and site inspections are carried out.

- Look to comply with all health and safety, quality and environment legislation and standards.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people thrive in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Job Description – continued

Competencies

- **Customer focus** - Ability to anticipate customer and stakeholder needs, i.e. ultimately, they are here to provide a service to teaching and learning functions and our pupils.
 - **Interpersonal communication** - Able to communicate clearly and effectively with people inside and outside of the organisation, full appreciation of teaching and learning functions and needs.
 - **Planning and organisation** - Ability to effectively organise and plan work according to the needs of the sites.
 - **Driving for results** - Able to challenge and push the team and self to excel and achieve site improvements.
 - **Quality** - Able to consistently promote and maintain high standards of quality at the sites.
 - **Decisive judgement** - The ability to make good decisions in a timely and confident manner.
- **Adapting to change** - Able to adapt to changing situations and use computer and web-based technologies.
 - **Innovation Ability** - Able to generate creative solutions to problems that will result in better outcomes, i.e., a can-do attitude to everything at all levels in all sites.
 - **Influencing/ persuading** - Ability to effectively convince others to adopt a said course of action, critical within the team/s (people skills).
 - **Teamwork and collaboration** - Ability to effectively work and collaborate with others.
 - **Conscientiousness** – To be mindful of interpersonal and operational risks, threats and concerns, responding empathetically and proactively.



Person Specification

Criteria	Essential / Desirable	How Identified
Education and Training		
A minimum of 2 years relevant experience	E	Application
Previous experience of an FM or an estates type role	E	Application
Qualifications in relevant discipline (ie FM)	D	Application
Sound knowledge of safe maintenance and cleaning techniques	E	Application
General basic maintenance	E	Application
H&S Qualification	D	Application
Experience		
Experience of managing a team	E	Application + Interview + Reference
Handyperson experience and effective use of site equipment and other specialist equipment / resources for site maintenance and management	E	Application + Interview + Reference
Experience of planned preventative maintenance programmes	E	Application + Interview + Reference
Experience in Health and Safety, statutory and compliance matters in relation to facilities and premises management	E	Application + Interview + Reference
Experience of working in an educational establishment or similar environment	E	Application + Interview + Reference
Understanding the needs of the school and the reactive nature	E	Application + Interview + Reference
Experience of organising work tasks and duties to meet appropriate services standards	E	Application + Interview + Reference
General and Specialist Knowledge		
Awareness & understanding of basic safety and security measures	E	Application + Interview + Reference
Knowledge of COSHH regulations	E	Application + Interview + Reference
Knowledge of Health & Safety procedures and policies	E	Application + Interview + Reference
Awareness of health & hygiene procedures	E	Application + Interview + Reference
Understanding of the issues associated with safety, site security and the ability to provide appropriate responses/actions	E	Application + Interview + Reference
Understanding of compliance & maintenance systems	E	Application + Interview + Reference

Person Specification – continued



Criteria	Essential / Desirable	How Identified
Skills and Abilities		
Ability to organise, motivate and manage a team	E	Application + Interview
Ability to deal with day to day issues on own initiative	E	Application + Interview
Ability to work independently and maintain appropriate records	E	Application + Interview
Ability to participate and contribute to continuous improvement and development of the service and facility	E	Application + Interview
Safety awareness and risk management skills	E	Application + Interview
Ability to communicate at all levels using effective relationship building and people management skills	E	Application + Interview
Time management skills	E	Application + Interview
Good IT skills including google	E	Application + Interview
Additional Requirements		
Operate with the highest standards of personal/professional conduct and integrity	E	Application + Interview
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	E	Application + Interview
Willing to undertake training and continuous professional development in connection with the post	E	Application + Interview
Work in accordance with the Trust's values and behaviours	E	Application + Interview
Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites	E	Application + Interview
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	Application + Interview
Satisfactory DBS disclosure to work in an environment dealing with young people	E	Application + Interview
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	Application + Interview
A commitment to safeguarding and promoting the welfare of all	E	Application + Interview



WELLSPRING

We Make A Difference

Applications

We welcome informal conversation with candidates, these can be arranged by contacting Adam McDermott at a.mcdermott@wellspringacademies.org.uk

Post Title: Senior Site Operative – Compliance, Maintenance & Contracts

Reporting to: Head of Operations (North)

Department: Estates Team

Duration of Post: Permanent/ Full Time

Work Commitment: Full Time equivalent

Start Date: As soon as possible

Department: Education Support Team

Salary: £22,571 - £24,920

Location: Based in North Leeds/North Yorkshire

Further Information

Wellspring Academy Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

How to Apply

To download an application pack please visit: www.wellspringacademytrust.co.uk/news/category/careers/

Completed application forms are to be sent via email to: hr@wellspringacademies.org.uk

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