



**Bolder Academy**  
MacFarlane Lane,  
Isleworth,  
Middlesex TW7 5DB  
Tel: 020 3963 0806

## **Site Operative A Bolder Future Awaits**

NJC 4 (Point 7-10) - **£29,346 - £ 30,630** per annum (pro rata)

Contract: Permanent, full time (52 weeks) working arrangement to be agreed)

Annual leave: 24 days (rising by 1 day per year to 30 days with 5 years service), plus Bank Holidays

A superb opportunity to join a fabulous school with supportive and friendly staff. Bolder Academy is a relatively new, mixed, non-denominational school which opened in September 2018. Set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community. In June 2021, we moved in to our brand-new purpose-built accommodation with fantastic facilities and extensive outside grounds.

### **Job Purpose**

As our new Site Operative, you will work with the Estates Manager. You will be assisting the Estates Manager in the provision of a safe and high-quality environment for the school's staff and students to ensure high standards and to contribute to the aims of the school and standards set by Governors.

### **Benefits:**

- A competitive salary
- Training
- Excellent Local Government Pension Scheme
- Cycle to work scheme
- Employee Assistance Programme – supporting staff well being
- Free annual flu jabs
- Discounted lunches
- Facilities that include an indoor climbing wall, sports pitches and community gym
- Easy access to London and good transport links
- Close to M4/ M25 with staff parking on site

## The Bolder Way and You

*"We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand). School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create." Peter Hyman, School 21*

Creating a different kind of education, a bold future, for our staff and students, requires a certain type of teacher. Undeterred by the teacher recruitment crisis, we know what we are looking for.

Our vision is one of excellence and ambition which is built on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, and brilliance.

As a member of staff, you will play an integral part in developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

For more information about what Bolder can offer you, please click here <https://flipbookpdf.net/web/site/a2b8a89b0fe01d7c52c93c9f7d4e9d0b1f37373aFBP30845582.pdf.html>

To apply, please click on the 'Apply' button on our TES listing to fill out an online application form. Alternatively, please complete the teaching application form which can be found on the website: [www.bolderacademy.co.uk/vacancies](http://www.bolderacademy.co.uk/vacancies)

If you do have any questions or you would like a word version of the application form, please email [vacancies@bolderacademy.co.uk](mailto:vacancies@bolderacademy.co.uk)

### Timeframe for Recruitment

Closing date for applications	<p>We will shortlist and interview as we receive applications – so please send them in before the deadline of <b>9am on 31<sup>st</sup> December 2024</b>.</p> <p><b>Only shortlisted candidates will be contacted.</b></p> <p>Interviews will be held according to application and we will consider interviewing early if we receive a strong application.</p> <p>Please note: No agencies should apply and we do not accept CVs.</p> <p>Sponsorship: We do not currently offer sponsorship for overseas candidates</p>
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## **JOB DESCRIPTION**

### **Site Operative**

#### **Job purpose:**

As Site Operative you will work directly with the Estates Manager. You will be assisting the Estates Manager in providing a safe and high-quality environment for the school's staff and students to ensure high standards and to contribute to the aims of the school and standards set by Governors.

**Line of accountability:** Estate Manager

Ideal candidates should possess a firm understanding of DIY. This will include the ability to manage small fixes and repairs around site, filling/painting/decorating works, some woodwork/repairs and the ability to demonstrate a confident attitude towards problem solving regarding reactive issues that may arise at any time within the school. We are seeking a self-starter, that can work independently and actively find and resolve issues. Ideal candidates should also have a full clean UK driving licence.

#### **Key Responsibilities will include:**

- Perform day-to-day DIY tasks around the school premises, ensuring facilities are well-maintained, from small fixes/repairs, to small painting and decorating tasks.
- Handle portage duties, including the movement of equipment and supplies as needed.
- Monitor and manage gate duties, providing a secure environment for the school community (including monitoring and managing open/ lock procedure as and when required, security alarm, gate duties, CCTV)
- Occasional later/longer shifts for evening events set ups, which will be discussed in advance. A later start time will be given on these occasions.
- Conduct proactive patrols of the site, identifying and reporting issues promptly through the reporting system 'Every'.
- Oversee and escort suppliers/contractors, where necessary.
- Execute statutory inspections on a cyclical basis, ensuring compliance with regulations.
- Generate reports as required, documenting observations and completed tasks.
- Weekly legionella flushing to maintain water system hygiene.
- Conduct fire tests on a weekly basis, and assist with fire drills on a termly basis, ensuring preparedness and safety protocols are followed.
- Participate in training opportunities and professional development as required.
- Monitoring stock levels and ordering products and services for the site team as required.
- You may also from time to time be asked to cover outdoor duties (e.g. litter picking, leaf-blowing refuge waste removal, clearing gutters, window cleaning, gritting in winter).
- Clean UK drivers licence holder (or working towards this) to act as primary minibus driver when required.

Qualifications:

- Previous experience in a similar role or familiarity with DIY tasks.
- Strong organisational and multitasking skills.
- Excellent communication skills for reporting and interacting with staff.
- Knowledge of health and safety regulations and procedures.
- Ability to work independently and as part of a team.

Note: This is a diverse role requiring a proactive individual capable of managing various responsibilities to maintain a safe and functional school environment.

Other:

- Undertake similar duties commensurate with the level of the post from time to time and as required/directed by line manager.

**Safeguarding:**

1. Uphold the Academy's policy in respect of Child Protection and Safeguarding matters;
2. Have commitment to the Academy's equality policies;
3. Ensure any extra-curricular activities will be free from partisan, political and religious view. Where political issues are discussed, a balanced view is always presented.

		<b>Essential</b>	<b>Desirable</b>
1	Recognition of the need for ongoing/ continuing development and training e.g. Fire Warden, Health and Safety and First Aid	X	
2	First aid training (or be prepared to carry out training)	X	
3	Fire Warden training (or be prepared to carry out training)	X	
4	Midas training and clean drivers' licence (or be prepared to carry out training).		X
5	A minimum of intermediate experience with DIY and/or trade experience	X	
6	Working knowledge of health and safety best practice - policies and procedures would be an advantage, but not essential as full training would be arranged		X
7	Enthusiasm, self-motivation and the ability to take the initiative to deal with problems as they arise.	X	
8	Practical skills to support site maintenance and repairs and a pride in high quality work	X	
9	A high level of physical energy to maintain extensive outdoor areas: playgrounds, pathways and steps	X	
10	Experience of Site Security (locking/unlocking/setting alarms) would be an advantage, but not essential as training would be arranged		X
11	Competency and confidence in using IT systems (email, reporting systems, etc)		X
11	Vision aligned with Bolder Academy of high aspirations and high expectations of self and others.	X	
12	Reliable, hands on and able to work on your own initiative with our full-time Estate Managers support.	X	
13	Excellent people, oral and written communication skills	X	
14	Knowledge of safeguarding and child protection issues with knowledge of appropriate action to take if a disclosure is made		X
15	Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	X	
16	Recognition that the role may mean the post holder may be called out during unsocial hours or weekends to deal with security problems, and allow access for emergency repairs	X	
17	Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	X	

18	Good organisational skills and ability to plan and prioritise own workload	X	
19	Ability to be proactive in communicating information to management and colleagues, proactive in finding solutions to problems, and should demonstrate good ability to prioritise work well.	x	
20	Must be committed to safeguarding the welfare of children.	X	
21	Understanding that this post is subject to barring checks and an enhanced DBS.	X	
22	Eligible to work in the UK	X	