

Job Description and Personal Specification

Job Description	Pool Maintenance Operative
Location	Heartsease Primary Academy, Rider Haggard Road, Norwich (Swimming Pool)
Reporting to	Facilities Manager
Weekly Hours	7.5 Hours per week
Grade / Salary	B2

Job Description
The Role:
As part of the HEART education trusts commitment to Health, Safety and Hygiene we are required to clean the swimming pool building at Heartsease Primary Academy, Rider Haggard Road, Norwich. There is also an element of reactive maintenance at the building and testing of the swimming pool water (PH chlorine etc)
Main Responsibilities
<ul style="list-style-type: none"> • Undertake cleaning and pool water testing at the prescribed times as per the specification for the Swimming Pool Building; Mon – Fri, 10.30-11am, 12.30-1pm and 3-3.30pm • Undertake swimming pool checks (training provided), note results in the logbook and escalate any issues to the Trusts Helpdesk; • Follow and implement Trusts Health & Safety policies and procedures. <p>Other Duties The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.</p>

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Understanding of operational workplace methods and practices relevant to The Heart Education Trust	Desirable	I
Experience	Experience in a maintenance role. Experience in a cleaning role.	Desirable	AF/I

Skills/Abilities	Excellent communication skills both written and verbal	Desirable	I
	Shows awareness of goals and standards, follows through to ensure that quality and productivity standards are met	Essential	I
	Able to prioritise workload under pressure	Essential	I
	Able to manage own workload	Essential	I
Other Requirements	None	N/A	N/A

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.