

Job Description & Person Specification

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|----------------------|--------------------------------------------------------------|
| Job Title: | General Operative (G001) |
| Salary: | £28,000 to £30,000 pa (dependant on experience & competence) |
| Weekly Hours: | 40 |
| Reporting to: | Operations Team Leader |

Main purpose of the role:

At Spire we focus on delivering high profile customer driven projects that need to be delivered on time, within budget and fulfil the needs of our diverse client portfolio. As one of our General Operatives you will play a crucial role in our busy maintenance and construction projects. The role will assist in the successful completion of projects to the highest standards. This is a client facing role with excellent potential for career progression together with the opportunity to play a significant role in influencing the future growth of the company.

Spire is a property consultancy that in the main deals with medium to large projects generally associated with either, education, housing, church and non-church schools, parochial church councils and parish councils. The majority of projects include building extensions, carrying out repairs, refurbishment and alterations, design-work and feasibility studies.

Some of our key customers include the diocese of Norwich Board of Education and Academies Trust, Head Teachers and School Governors, Church Wardens and members of Parochial Parish Councils and Parish Councillors.

This is an exciting time to join the Spire team as we have plans to expand the services on offer and grow not only the core business but actively pursue external clients from all sectors.

Main Duties and Responsibilities

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|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operational Delivery: | <ul style="list-style-type: none"> • Operate and manage workload effectively. • Ensure all health and safety procedures are applied ensuring compliance with legislation and company policies and processes. • Maintain high standards for professionalism, service speed & quality. • Promote a clean and safe working environment. • Attend and participate in meetings as required. • Carry out maintenance and repair work as instructed. • Carry out all reasonable duties as and when required. • Comply with all requirements relating to vehicle use & maintenance. |
| Business Management: | <ul style="list-style-type: none"> • Ensure all job sheets, invoices and progress reports are completed and submitted in a timely and high-quality manner. |
| Health and Safety | <ul style="list-style-type: none"> • You are required to comply with Spire's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management requests. |
| Equality and Diversity | <ul style="list-style-type: none"> • The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services. |
| Learning and Personal Development | <ul style="list-style-type: none"> • The post holder has a personal responsibility for his or her own learning and development and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager. |
| Safeguarding | <ul style="list-style-type: none"> • The post holder will adhere to Spire's Safeguarding Policy and Procedures |

Person Specification

| Category | Requirement | Essential or Desirable | Assessment Method |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------|
| | | | Application (A) Interview (I) Test (T) |
| Qualifications, Knowledge and Training | <ul style="list-style-type: none"> Trade Qualification such as: City & Guilds, NVQ/SVQ, Apprenticeship (or time served). Hold a current, valid CSCS card Good understanding of the built environment | Desirable | A |
| | | Desirable | A |
| | | Essential | A, I |
| Experience | <ul style="list-style-type: none"> Experience of delivering works within the Housing or Commercial sectors. Experience in delivering works within the Education, Heritage and Ecclesiastical sectors. Experience in managing Health & Safety and compliance within construction. | Essential | A, I |
| | | Desirable | A, I |
| | | Desirable | A, I |
| Skills & Abilities | <ul style="list-style-type: none"> Good organisational skills and an eye for detail. Ability to identify building defects and advise on remedial work. Good project and time management skills. Strong problem-solving skills Good interpersonal and communication skills, both written and oral A working knowledge of buildings and an understanding of legislation. Ability to work to and meet tight deadlines. Good numerical and literacy skills with an understanding of Microsoft office, Word and Excel | Essential | A, I |
| | | Essential | A, I |
| | | Essential | A, I |
| | | Essential | A, I |
| | | Desirable | A, I |
| | | Essential | A, I |
| | | Desirable | A, I |
| Other Requirements | <ul style="list-style-type: none"> Full driving licence | Essential | A |

The successful applicant will be subject to a basic DBS (criminal record) check and will be expected to undergo relevant safeguarding training.