

JOB DESCRIPTION

Post Title	Maintenance Technician
Salary Scale / Grade	Scale 4
Hours per week	37
Full time or Term time	Full Time (52 weeks per year)
Reporting to	Operations Manager - Facilities

Job Purpose:

To provide efficient and effective maintenance support to the Federation sites, including ensuring the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. The Federation is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the Operations Manager are adhered to, and take care of equipment, reporting issues and damage immediately.

The post holder will be expected to develop a basic knowledge of property services, property maintenance and be computer literate, familiar with Microsoft Office & portable devices. There will be a requirement in the absence of a caretaker for a certain amount of overtime working, usually for parent / open evenings, or hired events, and participation in an on-call rota as a keyholder.

Key tasks and responsibilities:

- To assist with the maintenance, upkeep and refurbishment of the estate, premises and contents of the Colleges as required
- To interpret, plan and work from verbal instruction, scales drawings, specifications and schedules
- To perform a wide range of work practices and trade skills within the concept of flexible multi skilled working
- To plan and undertake in conjunction with the caretaking team improvement, minor maintenance and repair works to the school buildings and furniture & fittings
- To be key conscious at all times, in the absence of the caretaker available as a keyholder, participate in opening the college buildings and be on a rota outside of normal hours for the purpose of responding to signals generated from electronic fire and security systems or a central control
- To assist and carry out works within the departments planned maintenance schedule as required
- To work as a team member accepting and offering advice and guidance as necessary
- To carry out all duties with the guidelines of the Schools Health and Safety Policy
- Carry out proactive and reactive remedial works covering all aspects of building, grounds and product maintenance
- Plan and carry out preventive maintenance work under the direction of your supervisor
- When unlocking, to be responsible for the checking that Federation premises and grounds are safe prior to the start of every working day
- To liaise with the Operations Manager to ensure that suitable stock is maintained for the department
- To liaise with the Operations Manager to ensure that tools and equipment are suitable, sufficient and fit for purpose
- To carry out minor plumbing, internal and external drainage and gutter repairs and the removal of blockages

in sanitary ware

- To carry out minor carpentry and masonry repairs to the fabric of the building as directed by the Operations Manager
- To carry out and comply with risk assessments for all significant risk associated with the activities of the position and the College
- To work with the Operations Manager to identify any training and development needs and actively seek out improvement opportunities as well as undertaking professional development as required by the School
- To comply with all Federation policies and procedures and undertake training as required
- To safeguard the wellbeing of children at the Federation, including responsibility for reporting any child protection matters to the Colleges Designated safeguarding officer
- Any other duties commensurate with the level and grade of the post

Other Responsibilities:

- To follow and support the Colleges' policies reflecting the commitment to high achievement
- To ensure all duties and responsibilities are discharged in accordance with the Colleges' health and safety at work policy.
- To promote and safeguard the welfare of children and young people you may come into contact with.
- To participate in the Colleges' performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

February 2022

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
Experience within the building maintenance sector or grounds maintenance	✓		A
Full UK Driving Licence (business insurance required)	✓		A
First Aid Certificate		✓	A
Manual Handling trained		✓	A
City and Guilds Basic Craft		✓	A
NVQ Level 2 in Construction Craft or Grounds Maintenance		✓	A
Construction Skills Certification Scheme card holder		✓	A
EXPERIENCE			
Experience of working in a maintenance role		✓	A, I
Experience of working in an educational setting		✓	A, I
Experience of working with listed buildings		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
COSHH aware		✓	A, I
Health & Safety aware		✓	A, I
Safeguarding aware		✓	A, I
Ability to understand and analyse information verbally, or in writing, and apply it to your working ethos	✓		I
SKILLS AND ABILITIES			
Reasonable physical fitness, especially for working in large-scale plants or on outdoor areas of the college sites / campus.	✓		A, I
Able to demonstrate a sound knowledge of building trade skills and/or grounds maintenance	✓		A, I
Well presented, willingness to work, and to a high standard	✓		A, I
Good listening skills, and able to take direction / constructive criticism	✓		A, I
Good understanding and ability to use specialist equipment / resources	✓		A, I
Ability to work in a team environment or on own initiative with full working knowledge of relevant policies / codes of practice / legislation	✓		A, I
Methodical, good attention to detail, excellent organisational, planning and time management skills	✓		A, I
The ability to be flexible and positive, demonstrating a "can-do" attitude, with commitment to promoting the overall ethos, values, and mission statement of the Federation	✓		I
Ability to work with enthusiasm and motivation without direct supervision or when part of a team	✓		A, I
The ability to take quick and effective action		✓	A, I
The ability to liaise positively with staff, students and parents / carers and be customer focussed with a friendly and professional manner.		✓	A, I

PERSONAL QUALITIES AND ATTITUDES			
Patience and diplomacy because the role requires a collaborative approach	✓		
Attention to detail	✓		
An interest in own personal development and willing to develop through appropriate CPD opportunities.	✓		