



## JOB DESCRIPTION

### POSITION: Maintenance Technician

#### JOB OVERVIEW

##### Summary of role

The Maintenance Technician will work under the supervision of the Area Maintenance Manager providing general site maintenance and assistance with projects across the school sites in the area.

Strong experience in maintenance is key for this role with the ability to turn your hand to many tasks. You will need to work such hours as are necessary to satisfactorily carry out their duties as agreed, which will include school holidays occasional weekends/evenings.

Hours: 40 hours a week 52 weeks

Reports to: Area Maintenance Manager

Reports in: Nil

KEY TASKS	
	Delivering maintenance and project work, planned and unplanned across the area school sites.
	Core Role
	<ul style="list-style-type: none"> <li>• Carry out maintenance work, including but not limited to: Painting, Plumbing, Electrical, Carpentry and Turf Care.</li> <li>• To establish effective working relationships and set a good example through your personal presentation and personal and professional conduct.</li> <li>• Prepared to 'lift and shift' as required in the appropriate way, taking into account manual handling guidelines.</li> <li>• You will only be asked to undertake tasks that you are qualified or have been trained to do.</li> </ul>
	Resources
	<ul style="list-style-type: none"> <li>• Operate relevant equipment safely.</li> <li>• Maintain tidy and organised workspaces and storage areas.</li> <li>• Check equipment / machinery used and ensure health and safety guidelines are adhered to.</li> <li>• Provide support to staff as requested and in accordance with own training / skill parameters.</li> </ul>
	Security
	<ul style="list-style-type: none"> <li>• Take all necessary steps to ensure the security of the buildings, stores, office space and other resources either belonging to or under the control of the school you are working in.</li> </ul>
	General
	<ul style="list-style-type: none"> <li>• Contribute to the overall development of site strategies and plans.</li> <li>• Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work.</li> <li>• Attend meetings, conferences and training courses as requested.</li> <li>• The post holder is required to undertake these duties in compliance with all company policies.</li> <li>• Undertake any other responsibilities as may reasonably be required from time to time.</li> <li>• To assist in other units as may be required in an emergency.</li> </ul>

	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>Comply with all health and safety requirements when using tools and equipment, with particular focus on risk assessment and looking after the needs of our children whilst work is being carried out such as trip hazards, sharp objects, debris, dust and wet paint.</li> <li>Be a role model to our pupils in the appropriate use of PPE and follow Risk Assessment guidelines.</li> <li>To promote and safeguard the welfare of our children with whom you come into contact and adhere to the school's safeguarding requirements.</li> </ul>
	<b>Other</b> <ul style="list-style-type: none"> <li>Be ready to travel between sites to complete tasks set.</li> <li>Undertake any other responsibilities as may reasonably be required from time to time.</li> </ul>

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>City &amp; Guilds trade qualification (s) relevant to building services or construction.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory level qualification relevant to building services or construction.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Minimum 2 years trade specific experience.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in more than one trade.</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>Ability to undertake a range of duties to a high standard.</li> <li>Ability to work in an organised and methodical and timely manner.</li> <li>Ability to work as part of a team and to support colleagues.</li> <li>Ability to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>Current Health &amp; Safety legislation.</li> <li>Knowledge of school settings.</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>Innovative.</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to go the extra mile.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Punctual and well presented.</li> <li>Be an effective team player that works collaboratively and effectively with others.</li> <li>Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences.</li> <li>Support, motivate and inspire both colleagues and pupils by leading through example.</li> <li>Suitability to work with children.</li> <li>Confidence, warmth, sensitivity, reliability and enthusiasm.</li> </ul>	
<b>Equal Opportunities and Commitment</b>	Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin  <b>Demonstrate a commitment to:</b> <ul style="list-style-type: none"> <li>safeguarding and child protection equalities</li> <li>promoting the school's vision, values and ethos</li> <li>high quality, stimulating learning environment</li> <li>relating positively to and showing respect for all members of the school and wider community</li> <li>ongoing relevant professional self-development</li> </ul>	

I have read and understood the responsibilities for the position of Maintenance Technician. I am aware that the Job Description is subject to change accordance with the needs of the business.

<b>Name:</b>			
<b>Signed:</b>		<b>Date:</b>	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).