

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Premises Maintenance Technician</b>
<b>Grade:</b>	<b>4</b>
<b>Salary:</b>	<b>SCP 13 – SCP 16</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Headteacher</b>

### **Statement of Purpose**

To provide efficient and effective maintenance support to the school including ensuring that the security and general appearance of the building and surrounding area are maintained in accordance with the required standards and that heating systems operate at optimum efficiency.

### **Security and Safety**

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the nominated individual.
- To be responsible for maintaining the security of the premises and its contents.
- To clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers.
- Undertake risk assessments as part of everyday working practices.
- To maintain appropriate checks and records such as grounds surveys, ladders and water temperature checks.

### **Maintenance and Cleaning**

- In the event of a burst or leaking water pipe, turn off the water and clean up all spillage and furnishings.
- Remove and clean spillages and stains from floors and other surfaces.
- Ensure that gullies and drains etc. are free from debris and that the school grounds are kept tidy and free from hazardous plants.

### **Maintenance and Repair**

- To undertake repairs, projects and redecoration tasks as required.
- To undertake maintenance and minor repairs to fixtures, fittings and furnishings.
- To undertake minor improvements such as erection of shelves, display and notice boards.

- Advise and undertake minor projects.
- Unblock sinks, traps, waste pipes and drains. Undertake simple plumbing tasks such as adjusting taps, replacing washers, disconnect pipework.

## **Resources**

- To undertake portage tasks as required and moving furniture
- To report emergencies in the case of faults with equipment, gas, water and electrical items and systems to the Headteacher or to Technical Services in the absence of a lead person.
- To attend, where appropriate, personnel visiting and working on site.

## **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

## **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

<b>Minimum Criteria for Two Ticks *</b>	<b>Criteria</b>	<b>Measured by</b> APP//ASS
	<b>Experience</b> <ul style="list-style-type: none"> <li>• Several years' experience of working in a security, safety, cleaning or maintenance environment.</li> </ul>	APP/I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• NVQ 2 School support staff or equivalent qualification, or experience in a relevant discipline and/or a relevant trade qualification at NVQ level 3.</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Good understanding and ability to use specialist equipment/ technology.</li> <li>• Ability to work constructively using own initiative in the absence of senior staff and as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Working knowledge of health and safety codes of practice/ legislation.</li> <li>• A good standard of practical knowledge.</li> </ul>	APP/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	APP / I

### MEASURED BY KEY:

APP = Application form      ASS = Assessment activities      I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**HH      24/02/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.