SHREWSBURY HOUSE SCHOOL
FOUNDED 1865

PART OF THE ST PAUL'S SCHOOL GROUP

SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION

Mobile Maintenance Assistant

at

Shrewsbury House School Trust (Multi-Sites)

Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Primary Purpose:

To provide skilled technical support in the upkeep and safe operation of the Trust Estate.

Reporting to:

Trust Operations & Transport Manager / Trust Operations & Lettings Manager

JOB SUMMARY:

- The post holder is expected to provide a comprehensive repair and maintenance service for systems, plant, and equipment in all buildings and grounds occupied and operated by the Trust.
- As a skilled maintenance tradesperson you will be expected to work on your own initiative within your relevant trade area – plumbing, carpentry or electrical and as a generic tradesperson across other trades as and when required. You will be expected to work with semi-skilled trades Facilities Assistants and Grounds staff when appropriate.

OBJECTIVES AND PURPOSE OF THE POST

- The post holder will carry out necessary maintenance tasks to ensure the safe and continuous operation of system, plant and equipment forming the Trust's estate. To undertake specific diagnostic, maintenance and repair tasks across a wide range of interconnected plant and equipment and building fabric.

- The post holder will be working to established procedures, good practice, organisational and broad occupation policies. Often working to measured standards and procedures which may require additional specific training.

- A key element of the post is generic working. The post holder will have a recognised trade (e.g. electrical, mechanical, plumbing, H&V or carpentry) this may be by appropriate qualification, full apprenticeship or in some circumstances experience. However he/she will be asked to work outside of this trade from time to time. Full training will be given and the post holder will not be asked to work outside his/her competencies.

- Other key elements of the post is cross-departmental working. The post is based within the facilities team, however from time to time and depending upon work priorities the post holder may be asked to work within another department. Full training will be given and the post holder will not be asked to work outside his / her competencies.

- Act as the responsible person for the School swimming pool, carrying out routine operational checks, monitoring water quality, ensuring compliance with health and safety requirements, and arranging or reporting any maintenance issues as required.

RESPONSIBILITIES:

- Undertake work in a safe and effective manner, complying with all relevant safety legislation, and manufacturers' manuals and procedures; to comply with Trust Health & Safety Procedures on any work undertaken;
- Undertake diagnostic and fault finding work;
- Carry out maintenance tasks including statutory, mandatory, planned preventative and reactive maintenance;
- Interpret and work from all instructions, drawings and specifications as appropriate;
- Assist in the setting out of new work; identify materials for ordering and collection using relevant tools and equipment, without supervision;
- Facilitate the set-up of assemblies, exam rooms, parents' evenings and other school events as requested;
- Use a flexible approach to perform a wide range of the duties (including working outside your trade area);
- Use and be competent in the use of all relevant hand and power tools, measuring instruments and equipment within safety guidelines as necessary for the completion of works;
- Plan and carry out maintenance work on systems, plant, equipment and buildings and demonstrate satisfactory operation on completion;
- With appropriate training, act as the responsible person for the School swimming pool, carrying out routine operational checks, monitoring water quality, ensuring compliance with health and safety requirements, and arranging or reporting any maintenance issues as required;
- Undertake inspections for pre-installations and investigating services which may be required for new equipment and in the carrying out of minor installation improvement works;
- Carry out site based surveys and report all defects to the appropriate manager e.g. hazard notices;
- Prepare plant and equipment for independent insurance inspection for compliance with Statutory Regulations;
- To have an understanding of the skills of other trades, and with suitable training, be able to perform a wide range of tasks of those trades;
- On occasions, work with and oversee the work of service contractors;
- Liaise with the Trust Operations and Transport Manager / Trust Operations and Lettings Manager, regarding plant, equipment and building fabric failures and to request the supply of goods and /or services as necessary;
- Be prepared to work in hazardous areas, confined spaces and on contaminated equipment using appropriate personal protective equipment and taking all safety measures to prevent danger, avoid injury and prevent damage to equipment in accordance with Trust policy and safe working procedures i.e. the post holder will conduct risk assessments and complete action / treatment plans for all tasks;
- Liaise with and instruct others on aspects of his / her work;
- Carry out own daily individual administration of work, by the timely completion of works/job dockets/tickets and the filling in of log books, as required;
- With training be prepared to utilise relevant software systems including the use of PDA's, the bespoke maintenance system, the BMS, work permit system and the ordering system;

- Participate in the emergency 'on call' service;
- To assist with emergency work as and when requested, including out of normal working hours;
- Support the provision of, induction and training of new starters, apprentices and maintenance / facilities staff as part of a personal development programme;
- This role requires the use of equipment such as ladders and scaffolding;
- General housekeeping and portering duties also form part of this role. This may include some minor cleaning duties and clearing of spillages.

GENERAL:

- To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager;

- This job description reflects the present requirements and objectives of the post. It does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

- The ability to drive Trust vehicles between Trust sites is essential. Applicants must hold a full, clean driving licence.

Shrewsbury House School Trust:

- Support the aims and values of the Trust, adhering to all policies and procedures;
- Develop and maintain professional, productive relationships with all staff members;
- Be aware of equality and diversity, demonstrating these principles in all aspects of work;
- Understand and adhere to the Trust's Health and Safety Policy;
- Be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you contact during the course of your duties;
- To undertake any training assigned to you for the better performance of your duties;
- Any other reasonable project or duty assigned by your Line Manager or Executive Head.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the post holder will be expected to comply with any reasonable request from the Executive Head or Deputy Bursar to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Executive Head or Deputy Bursar and the post holder.

Signed: _____ Date: _____

Person Specification

Knowledge, Skills & Aptitudes

Essential:

- Knowledge of Health and Safety
- Computer literate
- Pays close attention to detail and accuracy
- Willingness to take on training to improve current skills and/or acquire new skills
- Able to participate in the repairs and maintenance out-of-hours emergency service when required
- Capable of working at heights from scaffold platforms, ladders or mechanical equipment
- Able to carry out a repair job or improvement task that involves physical strength, stamina and standing, kneeling or crouching
- Able to use mobile electronic equipment (handhelds)

Desirable:

- Sound knowledge of works within the field of building maintenance and a general understanding of general building matters
- Basic knowledge of Health and Safety issues in connection with the Construction Industry
- Ability to record detailed and accurate repairs information relating to repair inspections or completed repair jobs

Personal Qualities

Essential:

- Self motivated and able to work with minimum supervision and make judgements on the tasks required to complete the repair
- Able to prioritise workload and work in a systematic and organised manner to ensure that repairs are completed within target times
- Able to work as part of a team
- Able to work under pressure and multi-task
- Able to work in a confidential and professional manner
- Able to provide services to customers with respect to their differing needs and values
- Demonstrate empathy, patience and understanding of customers' needs and requirements

Desirable:

- Able to carry out repair job assessments (inspections), identifying the repair to be completed and materials required to complete the repair

Education, Training & Qualifications

Essential:

- Clean, valid driver's license

Desirable:

- Served an apprenticeship in Mechanical/Electrical/Plumbing or Building discipline, or obtained an equivalent NVQ/C&G level 3

Experience

Essential:

- Experience of working within a customer-focused repairs and maintenance service
- Experience of working in a team and in a commercial environment
- Experience of working with a range of portable tools, small plant, ladders and equipment to enable duties of the job to be carried out