



Job Description

Job-title:	Site Maintenance Technician
Location:	Based at Stowupland High School and working across all Trust sites
Hours:	Based on 37 hours per week - part-time will be considered 6.30am – 2.30pm / 11 – 7pm Flexible approach to working pattern in order to provide support as required at functions/events or to cover unexpected call outs
Grading/Salary:	Grade 3, Scale Points 4-6, starting at £25,583 (Scale Point 5)
Accountable to:	Chief Executive through the Operations and Facilities Manager

Oxlip Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

All staff employed within Oxlip Learning Partnership are required to support the culture and ethos of Trust schools as directed by the Chief Executive Officer.

All staff, including the Site Maintenance Technician, are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Trust and school Handbooks, and are expected to adhere to, and actively support, all Trust and school policies.

All staff must undergo a Disclosure and Barring Service check and Safeguarding Training.

CORE PURPOSE

- To support the ethos and culture of the Trust as defined by the CEO;
- To support the repair and maintenance of the premises and grounds;
- To be responsible for the security of the Trust's premises and grounds;
- To assist in the day to day running of the schools in a safe and positive way.

PRINCIPAL RESPONSIBILITIES AND TASKS

Planning & Organisation

- Co-ordinate with the Site Managers to ensure work is undertaken & delivered to agreed service requirements
- Assess material requirements needed to complete tasks in accordance with school and Trust procedures
- Ensure procedures are followed in liaison with the Site Managers

Operational Responsibilities

- To undertake the locking and unlocking of Trust sites with the requirement to stay later on some evenings to lock up after an event or letting
- Flexible approach to working pattern in order to provide support as required at functions/events or to cover unexpected call outs
- Undertake a variety of tasks involving decorating, cleaning, portering, waste management and the undertaking of minor repairs and maintenance which may include working at heights
- Respond to on-site call outs promptly, confirming requirements as appropriate
- Assist with fault-finding and commissioning systems/equipment, using appropriate technical skills and system knowledge
- Complete relevant paperwork for all assignments/call outs promptly
- Deputise for other members of the Operational and Facilities Teams in their absence
- Act as first aider and at times be the responsible first aider
- Assist with the safe movement of learners around the school site, if required. ie. in emergency situations or school events
- Ensure compliance with statutory and Trust procedures, maintaining up to date knowledge of environmental and health & safety regulations

Teamwork and Relationships

- Understand and meet the Trust and school's requirements
- Establish good working relationships with other team members
- Willingly contribute to the overall team and school / Trust objectives, responding quickly to new directives
- Develop effective working relationships with suppliers and contractors to improve operational performance
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, colleagues and visitors to the school
- Ensure absolute confidentiality and exercise discretion with regard to staff / pupil information and the school / Trust's business at all times

NOTE:

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Chief Executive Officer. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All duties will be carried out within the Trusts recognised procedures or guidelines, and may include ad hoc duties, which require some initiative. You will make day-to-day decisions about your own workload, within a clear framework. There will be some need to interpret information or situations and to solve straightforward problems. There may be some need to use analytical, judgmental, creative and development skills. You may oversee the work of others. Problems will be referred to your line-manager, who will be available for direction and guidance.

Person Specification

Criteria	Essential	Desirable
Experience	Proven experience in the maintenance and repair of buildings and equipment, particularly the fixtures and fittings therein	Relevant trade experience or qualification in another skill in an allied trade
Qualifications and Training	- Good standard of general education / literacy and numeracy skills - Good knowledge of Health & Safety and procedures - Willingness to undertake training in: Working at Heights and First Aid - Health and Safety - Full, clean driving licence	- Awareness and knowledge of method statements - Confident with ICT - Working at heights certificate
Skills	- Awareness of risk assessment and working safely with equipment - Ability to communicate clearly at all levels with both internal and external personnel including suppliers and contractors - Good verbal and written communication skills - Ability to establish and maintain good working relationships with a wide range of people - Ability to work as part of a team - Ability to work on own initiative - Ability to prioritise work - Flexibility to deal with unexpected and varied maintenance requests - Good hand/eye coordination and an ability to use a range of tools - An understanding of the confidentiality required by the post	
Other	A commitment to the safeguarding and welfare of all pupils	
Disposition and Attitude	- A customer-focused approach - A “can do” attitude with the ability to propose solutions to a wide range of tasks	