



Job Description

Role title: Maintenance Officer

Reports to: Site Manager

Hours: See Below

Salary: c£22,500

Job Purpose

The key function will be to undertake all maintenance related activities to meet the needs of the College. The role should ensure that the whole College site is maintained to an excellent standard and provide a good impression to all visitors to the College, parents, students and staff.

In addition, as a member of the estates team, it will be your role to undertake a range of general support activities concerned with the College premises and ancillary duties to support the operation of the College.

The post-holder is responsible for carrying out a range of duties, following procedures and practices, relating to the College premises and operation of associated tools and equipment. This will enable the College to be prepared for its daily functions and after school, weekend and holiday activities. A further responsibility is assisting with the monitoring of the fabric condition of the College and making recommendations for maintaining high standards of repair and condition.

Main Responsibilities

Maintenance and General Management of Site

- Make sure that the College site and buildings are clean, tidy and maintained to a very high standard.
- Identify and draw to the attention of the Site Manager works and actions necessary to keep the College site well maintained.
- Regularly inspect the College site and buildings to identify the need for repairs or replacements.
- Inspect the College site and buildings to identify aesthetic and functional improvements.
- Undertake numerous daily and seasonal maintenance, repair and decorations tasks around the site, inside and out as required to ensure a safe environment and high standard is maintained.
- Undertake essential maintenance work in accordance with requests submitted by members of staff.
- Keep paths, access points and entrances free of snow and ice to ensure safe passage.
- Move equipment, furniture, deliveries, supplies and materials around the site as necessary.
- Set out / put away furniture relating to College events.

Site Security

- Work with the Site Manager to ensure that the whole site and buildings are safe and secure.
- Act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours relating to the intruder alarm and fire alarm.
- Carry out security checks as required.
- Ensure that all security systems are set at relevant times.
- Respond to emergencies, including severe weather, affecting the school premises outside normal hours.
- Assist with inspections to ensure the College complies with Health & Safety requirements at all times.

Other Duties

- Carry out duties arising from lettings, including opening and securing the College, providing furniture/equipment as required, minor cleaning arising from the lettings
- Attending appropriate training courses as may be required.
- Adhere to College policies and procedures (e.g. Safeguarding, health and safety, data protection, confidentiality) and reporting concerns as appropriate.
- Supervise approved on-site contractors to ensure the smooth operation of maintenance work on the College site, ensuring all requirements are met including the provision of risk assessments.
- This job description is not exhaustive and the post holder will be expected to undertake other reasonable duties required by the Site Manager / Bursar.

Hours of Work

Full time role, 37½ hours per week on a shift pattern which rotates on a half termly basis. The early shift and late shift system will operate according to the hours below. Overtime will be paid for additional hours worked.

There will be a requirement to be on call during out of hours for one week in every four. The College also reserves the right to amend the start and finish time according to the needs of the College.

Term time:

- Early Shift: Monday to Friday 07:00 to 15.00
- Late Shift: Monday to Friday 12:00 to 20:00
- Saturday 08:00 – 14:00 (only required to work one Saturday every four weeks)

School Holidays:

- Monday to Friday 08.00 to 17.00

Person Specification – the ideal candidate will have:

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Full Clean Driving Licence • Authority to drive D1 Vehicles (minibuses or PSC licence) • Willingness to undertake further work related training. 	<ul style="list-style-type: none"> • Trade qualification e.g. plumbing, electrical, joinery.
Experience / Knowledge	<ul style="list-style-type: none"> • Previous experience in the maintenance of buildings. • Experience of working with contractors and outside agencies. 	<ul style="list-style-type: none"> • Experience of working within a school.
Skills, Attributes and Abilities	<ul style="list-style-type: none"> • Effective organisational skills. • Have a strong sense of teamwork and good drive and initiative when working alone; very enthusiastic and motivated with an excellent 'can-do' approach • Practical skills e.g. general maintenance and DIY. • Be highly responsive and flexible to rapidly changing priorities • Possess good interpersonal skills and strong sense of customer service towards staff and parents. 	<ul style="list-style-type: none"> • Skilled joinery.
Other Requirements	<ul style="list-style-type: none"> • Willingness to be flexible with working hours in order to respond to the needs of the College. 	

St Bede's College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All candidates will be required to provide at least two referees and submit to a full DBS check.