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**Role Profile - Building Technician**

Responsible to the Building Services Manager and Senior Building Technician.

**Main Duties:**

The Building Technician will be responsible for all external areas of Trinity Academy.

Working on a shift system the Building Technician is responsible to the Facilities Manager and Senior Building Technician. You are responsible for the grounds maintenance, all porterage activities within the Academy, the management of lettings and site security. Main duties include:

Security and Lettings

* Keyholder duties – opening and locking up of Academy site and buildings Including the setting and un-setting of the intruder alarm
* Liaise with remote monitoring station as required
* Supervision of lettings and events
* Management of visitors outside normal working hours
* Reception duties as required
* Traffic management duties as necessary
* Carry On-call phone on rota basis
* Respond to call outs as required

Grounds Maintenance

To ensure that the grounds of the Academy are maintained to the highest of standards. Including:

* Maintenance of all grassed areas
* Weekly maintenance of the All Weather Pitch and Muga
* Regular maintenance of the ‘pond’ area
* Regular maintenance of the paved/tarmac areas including the playground, car park, paths and vehicular access routes
* Planned regular maintenance of all shrubs, bushes, trees and flower beds
* Regular checking and removal of all weeds
* Management of outside contractors (as needed)
* Regular removal of litter and graffiti and emptying of external bins
* Regular cleaning of outside windows and window ledges
* Maintain and keep tidy the compound areas
* Maintenance of grounds plant and equipment

Porterage

* Setting up and down of seating/staging and furniture for school assemblies and other events
* To undertake porterage of deliveries and any other items as requested

Building Maintenance

* To assist in the maintenance of the Academy buildings

Heating, ventilation, mechanical and electrical services

* To carry out and document daily checks of the key plant and equipment
* To ensure all fire exits are kept clear at all times

Gas, Electricity, and Water

* To check meters and maintain a log of readings taken

Administration

* Check the Helpdesk ‘Every’ on a regular basis and complete appropriate tasks that have been assigned to you by the Facilities Manager or Senior Building Technician

Additional Specific Duties

* Carry out regular litter picking ensuring the external areas are kept free of litter and to a high standard
* Assist the cleaning staff as necessary
* Traffic management duties as required
* Assist the Facilities Manager and Senior Building Technician with any appropriate tasks
* Within reasonable limits be amenable to changing hours of work, covering of holidays, sickness and overtime working
* Such other reasonable duties as shall from time to time be required by the Principal and which are within the capability and skill of the employee