



Maintenance Compliance Assistant

Full time

Epsom College is an independent co-educational day and boarding school for pupils aged 11 to 18 years set in a campus of 72 acres. There are a wide range of buildings including academic, boarding houses, domestic properties, and sports facilities. The condition of the property is generally good and there is a constant programme of improvement and alterations.

The maintenance department is managed by the Estate Manager and consists of a team of staff encompassing all the trades, each of which has its own workshop. In addition to everyday repairs the department undertakes minor building works, improvements, and refurbishment throughout the College. This is a busy department and one within which everyone is expected to have a flexible attitude to their work and be prepared to work as part of a multi disciplined team.

The work place is set within a large and diverse community, where a cheerful and co-operative attitude is essential. As some of the work may include access to private and boarding accommodation, sensitivity and discretion are necessary qualities.

This is new role at the College and there is the opportunity for it to evolve and develop along with training and career development.

The Role

The Maintenance Compliance Assistant will be responsible for ensuring all aspects of maintenance and compliance throughout the College. Reporting to Estate Manager, but on a day-to-day basis will be line managed by the Chargehand.

Overall duties and responsibilities include but not limited:

- Ensure the College's health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Undertake the necessary statutory checks in line with required timeframes and associated records are kept for all site safety and legislative. This to include (although not exhaustive) legionella testing, portable appliance testing, fire system and alarm testing.
- Monitor statutory compliance across the College's residential properties and report any areas of concern to the Estates Manager.
- Maintain departmental documentation so it is up to date and compliant with health and safety procedure sand legislation.
- Produce an overall site compliance report termly to the Estates Manager.
- Assist the maintenance team in ensuring that all relevant testing regimes and management controls are in place, and that these are documented appropriately.
- Take regular meter readings of properties, and record and provide these to the Estate Manager.
- Carry out all duties and responsibilities in accordance with safeguarding procedures and protocols.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Essential qualifications, skills, attributes and experience

- Proven experience and knowledge within a maintenance environment
- Ability to understand and apply statutory regulations such as health and safety, manual handling, COSH, Legionella, etc and how to apply them within a school setting.
- Able to prioritise and manage workflow whilst maintaining a flexible “approach to respond to urgent requests
- Ability to manage own time effectively and demonstrate initiative including establishing priorities
- Strong communication skills
- A team player ethos and a “can do” approach
- Excellent numeracy and literacy skills
- Competent IT user
- An appreciation and commitment to safeguarding protocols within a school environment.
- Physically fit and comfortable working at height

Desirable, qualifications, skills and experience

- Experience of working within a maintenance educational environment.
- Experience in the use of Portable appliance testing equipment.

Terms and Conditions

Hours: Full time 8.30am – 5pm Monday to Friday

Salary: £25,000 per annum depending on skills and experience, reviewed annually, and paid monthly in arrears on 25th of the month.

Holidays: The holiday entitlement is 28 days paid holiday per annum inclusive of bank holidays and increasing by 1 day per annum up to a maximum of 33 days per annum following 5 years continuous service inclusive of bank holidays.

Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with pension regulations.

Employee Benefits include:

Training:

The College is willing to provide job specific training and sponsor/pay for a relevant trade qualification following probationary period.

Life Assurance:

Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with free life assurance cover at two x contractual annual basic salary;

School Fee Discount:

Generous school fee discount offered subject to qualifying conditions;

Employee assistance and support programme:

Free counselling service and medical service/advice to employees and close family;

Dining Facilities and Refreshments:

Whilst at work a free meal and refreshments are available when the dining room is open;

Health Fitness and Wellbeing:

Free use of Fitness suite and swimming pool are available to staff at certain times;

Cycle to Work:

The College offers an interest free cycle to work loan subject to a qualifying conditions;

Parking:

Free car parking for staff is available on campus;

Computer Loan:

The College offers an interest free computer loan subject to a qualifying conditions.

Offer of Post:

The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure and the safeguarding policies on the College website.

22/11/22