

## Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

### Job description

<b>Post:</b>	Maintenance Operative
<b>Responsible to:</b>	Head of Estates
<b>Coordinates with:</b>	Assistant Head of Estates; colleagues within the Estates Department and across college

### Summary of responsibilities:

To play a key role in the maintenance and upkeep of all college facilities. To carry out maintenance work and supervise contractors as needed under the direction of the Assistant Head of Estates.

### Main duties:

- To ensure high standards of general upkeep and routine maintenance of the site facilities to include grounds and buildings.
- Be responsible for the accurate and timely response to defects, faults and incidents.
- Work in collaboration with the AHoD and HoD for resolving specialist works.
- To monitor the operation of all premises related heating, ventilation and water systems and to ensure the appropriate action to ensure safe levels of lighting, heating and ventilation are maintained.
- To undertake compliance checks as required e.g. fire alarm system, emergency lights etc and complete maintenance work resulting from inspections, surveys etc.
- Undertake maintenance project work as directed.
- Make recommendations to your line management on project and capital works.
- Ensure that working areas are kept tidy and safely and that all equipment and chemicals are stored in accordance with the company policies.
- Be able to prioritise and differentiate emergency call out work from routine or non-emergency work.
- To act as a key holder, carrying out security procedures for the buildings and grounds. To support the routine and non-routine opening of premises and grounds on an occasional basis when needed.
- On an occasional basis be prepared to visit other Coastal Collaborative Trust school sites in the Fylde area to support with maintenance work.
- To cover the morning and evening site supervisor/technician duties as and when required
- To liaise with colleagues to ensure smooth shift handover and service provision is maintained at all times.

### General duties

- Attend college department meetings and contribute to the team's self-assessment report.
- Adhere to the college's health and safety policy.
- Participate in the development of equal opportunities, diversity and inclusion.
- Be a member of college groups as and where required.
- Undertake any other duties within the grade as required by the college.
- To be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.

- To adhere to college policies and procedures, including data protection.
- To maintain the confidentiality of information acquired in the course of undertaking duties for the department.
- To carry out any other relevant duties, which may be assigned from time to time by the college, including working overtime, as and when required..
- Attend training courses to improve skills as requested.
- To embrace and embed the college core values in daily undertaking of duties.
- To remain an ambassador for the college at all times.

### Summary of main terms and conditions

<b>Salary</b>	Points 12 to 15 of the Sixth Form Colleges Support Staff pay spine currently £28,408 to £30,960 per annum
<b>Working hours</b>	This post is full time 37.5 hours per week. You will be required to work 5 days per week. College core hours are Monday to Friday; 08:30am-4:30pm, however this role requires flexibility working some evenings (normally until 8:00pm) if needed to gain access to complete maintenance work. The post holder is also required to support with opening/closing the college if needed and occasional weekend or work at other trust sites in the Fylde area.
<b>Pension scheme</b>	You will be auto-enrolled into the Local Government Pension Scheme
<b>Safeguarding</b>	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
<b>Payment</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>Health</b>	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
<b>References</b>	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.
<b>Reviews</b>	You will have regular reviews to assess your progress and set targets.

### Person specification for Maintenance Operative

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
<b>You've got...</b>	
These are the qualifications you need to have to be considered for shortlisting, without these you won't	

be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
Good literacy and numeracy – GCSE English and Maths at C grade (4) or above or willingness to undertake	A,I
<b>You're great at...</b>	
These are the <b>essential</b> things that you have so you can do the job, without these you won't be considered for appointment.	
A trade background with a relevant qualification in at least one trade (min NVQ Level 3 or equivalent)	A,I
Experience working in a similar maintenance role	A,I
Excellent written and verbal communication skills	A,I
The ability to develop positive relationships with team members and staff	A,I
The ability to plan and organise workload	A,I
Experience in completing relevant compliance checks on a regular basis and ensuring records are maintained	A, I
A commitment to safeguarding & promoting the welfare of young people	I
A commitment to outstanding customer care	A,I
Good IT skills	A,I
Availability to work weekends and flexible shift patterns	I
Enthusiasm for maintaining high standards in the appearance of the college estate	I
<b>It would be good if you had...</b>	
Whilst <b>not essential</b> , it would help in the role if you had any of the below.	
Experience of working within a school, college or similar establishment	A,I
Experience of mechanical and electrical work and building management systems	A, I,
Experience of CCTV and access control systems	A, I,
A health and safety qualification or prepared to work towards	A, I
A clean driving licence	A,I
Knowledge of the practices, procedures, equipment and materials used in the maintenance and repair of buildings and related systems (i.e. mechanical, electrical, heating and plumbing).	A,I
A first aid qualification or prepared to work towards	A,I
Date of issue: June 2025	

