



SHEBBEAR COLLEGE

Job Description: Maintenance Technician

Reporting to: Head of Maintenance

The Maintenance Technician is to actively contribute to the maintenance of the School site and associated assets as advised by the Head of Maintenance to ensure a clean, safe and well-presented environment at all times for staff, students and visitors to the School.

Main Duties and Responsibilities

CARETAKING.

- Complete tasks allocated by the Head of Maintenance via the School's 'ticket' system.

ROUTINE MAINTENANCE

- Carry out general maintenance and minor repair work as required e.g. of doors, windows, toilet seats, minor decoration, furniture, etc, as directed by the Head of Maintenance
- Carry out room inspection surveys and report findings and defects of buildings/furniture/fittings etc.
- Carry out water hygiene temperature checks.
- Carry out emergency lighting checks.
- Carry out checks on fire exit doors.

OTHER MAINTENANCE

- Assist Trades when required as directed by the Head of Maintenance.

FLEET MAINTENANCE

- Carry out weekly vehicle checks in line with the Minibus regulations and complete required paperwork.
- Weekly Minibus cleaning
- Report any defects to the Head of Maintenance
- On approval take the Minibus to local garage for any defects that require further investigation or fixing by the garage.

PORTERING

- Move furniture as directed by the Head of Maintenance.
- Distribute heavy deliveries.
- Assist the Maintenance Team as required.

HEATING, LIGHTING AND WATER

- Replace fluorescent tubes/lamps and starters as directed by the Head of Maintenance.
- Read gas, electric and water meters as required.

LETTINGS AND SCHOOL EVENTS & OPERATIONS

- Prepare school halls and other allocated rooms for functions in accordance with agreed layout/plans and instructions given by the Head of Maintenance.
- Assist in car parking control for functions as required.

CLEANING

- Support the upkeep and general care of the School.
- Keep the Maintenance workshops and yard tidy.

SECURITY SUPPORT

- Escort visitors as required.
- Escort and supervise contractors as required.

HEALTH & SAFETY

- Advise the Head of Maintenance of any breaches in Health and Safety.
- Participate and contribute in Health and Safety risk assessments and method statements relating to the Maintenance Team.
- Ensure safe use of equipment; observe warnings and directions for use of materials and equipment.
- Ensure that task appropriate PPE is worn.
- Ensure safe use and erection of ladders, step ladders & tower scaffolding.
- Ensure reasonable protection of materials and property.
- Ensure that fire escape routes are kept clear.
- Make safe any hazards and ensure area is cordoned off.
- When the alarm sounds, assist in the evacuating a buildings, ensuring disabled access is available when requested, provides assistance to health and safety onsite as required.

GENERAL RESPONSIBILITIES

- Be an emergency Minibus Driver.
- Maintain a smart appearance at all times in keeping with the School's image and wear the appropriate uniform in line with the schools image.
- Set a good example in terms of punctuality and attendance.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in team, departmental and School meetings as required.
- Undertake and document a performance review with the Head of Maintenance in accordance with the School's performance management review process.
- Be aware of and comply with policies and procedures relating to behaviour management, child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Maintain appropriate confidentiality according to the School and legal requirements.
- Contribute to the overall ethos, work and aims of the School.
- Appreciate and support the roles of others.
- To have an awareness of the day- to- day issues within the School and ensure communication systems are effective between all relevant departments within the School.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- Carry out any other duties as may be reasonably required appropriate to the post.

Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.

This list is not exhaustive and is subject to change. The Maintenance Technician will be expected to fulfil any reasonable request made by the Head, Head of Operations, Finance and Estates and Head of Maintenance