

## **JOB DESCRIPTION**

### **MAINTENANCE BRICKLAYER**

**Reports to:** Maintenance Manager

**Responsible to:** Estates Bursar

**Contract:** Permanent and full-time

**Salary:** £31,500 per annum. Salaries are reviewed annually with effect from 1<sup>st</sup> September.

**Contracted hours:** 39 hours per week. Between Monday and Thursday, the working hours are 8.00am to 4.30pm with a 45-minute lunch break. And the working hours on a Friday 8.00am to 4.30pm with a 30-minute lunch break.

You will also be expected to work reasonable overtime, to ensure the smooth running of the school facilities.

You may be expected to assist in out of hours emergencies, should they occur.

#### **1. Role Purpose**

The Maintenance Bricklayer will undertake general masonry maintenance duties along with installations and is required to have relevant experience or training in Bricklaying.

#### **2. Role Dimensions and Scope for Impact**

The Estates Department is responsible for the management of the School's estate, for associated operations such as maintenance and for the ongoing development of the estate to create a first-class learning environment. The Maintenance Team works within the Estates Department and requires a good mix of semi-skilled and/or experienced trades people to be responsible for routine and planned maintenance and decorating work throughout the School, including school buildings, boarding houses and staff accommodation.

#### **3. Principal Accountabilities**

##### **Core Responsibilities**

- To carry out routine maintenance work throughout the School as detailed on work schedules and job tickets, or as directed by the Maintenance Manager (your specific trade will be utilised but you will also be involved in other duties and trade work as directed).

##### **Maintenance**

- To aid School activities involving and relating to the work of the Estates Department and undertaking other duties as directed by the Maintenance Manager, Estates Bursar or Bursar.

- Working to detail plans, specifications, schedules of works, job tickets or verbal instructions to:
  - Repair and maintain brick walls and structures
  - Build new brick walls or extensions
  - Install new walls
  - Patch and repoint mortar joints
  - Install and repair paving and walkways
  - Construct and repair steps and ramps
  - Maintain and repair exterior brick facades
  - Install and repair retaining walls
  - Repair and maintain stone or block walls
  - Construction and repairs to access chambers
  - Groundworks
  - Assist with general maintenance tasks as needed and directed

**Administrative**

- To write reports of problems and summaries of actions taken.
- Process and update works orders on the school’s computer network.

**Health and Safety and Risk Assessment**

- To take responsibility for Health and Safety while carrying out tasks and by tidying up after a job as necessary.
- To ensure all work is conducted in line with risk assessments and relevant regulations including Working at Height, COSHH, Building and Water regulations and Manual Handling. PPE and other equipment will be provided.

**Other Duties**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

**4. Key Performance Measures**

- Work is undertaken in a planned, balance and timely manner.
- All tasks are completed to a satisfactory standard.
- Performance feedback.

**5. Knowledge, Skills, Experience and Personal Attributes**

*Qualifications*

NVQ2 or City & Guilds in Bricklaying	Essential
A full UK driving licence	Desirable

*Knowledge and understanding*

Good practical understanding of health & safety legislation (e.g. COSHH, manual handling, working at height. Training will be provided)	Essential
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Strong knowledge of masonry materials, techniques, and tools	Essential
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#### Skills

A good command of the English language	Essential
Basic IT skills to use the maintenance helpdesk system (LOGIT) and email system (Training will be provided)	Desirable

#### Experience

Experience in a similar role or within the construction industry	Essential
Demonstrable relevant maintenance experience relevant to the position	Essential

#### Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
Ability to work as part of a team and to use initiative and work autonomously when required	Essential
A flexible approach to work and a willingness to carry out a variety of tasks	Essential

### 6. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

### 7. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

### 8. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### 9. Holiday

Annual holiday entitlement is 25 days per year, plus bank holidays (although please note that bank

holidays which occur during term time may well be working days, for which time off in lieu will be given). The School's holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. All holiday, unless in exceptional circumstances agreed by the Maintenance Manager, should be taken during the School's holiday periods. As the School closes completely over the Christmas/New Year period, staff are required to take 5 days of their holiday entitlement to cover this period.

### 10. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	<b>Employee contribution rate ('You')</b>	<b>Employer contribution rate (St Edward's School)</b>
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

### 11. Probationary period

The appointment is subject to a probationary period of three months.

### 12. Organisation Chart

