

# Capel Manor College

## Maintenance Officer

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### Job Description & Person Specification



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<b>Post</b>	Maintenance Officer
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 3 point 14
<b>Responsible to</b>	Centre Manager (Enfield)
<b>Location</b>	Enfield
<b>Contract</b>	Full-time

#### **Key Responsibilities:**

The key responsibility of the Maintenance Officer is to carry out general maintenance, caretaking and estate support duties across the College, whilst maintain the uptake and maintenance of all buildings, equipment, safety.

#### **Responsibilities:**

1. To maintain the security of the College buildings and general premises and to be a registered key holder. To open and close buildings; set alarms and respond to out of hours issues as appropriate
2. To undertake routine repairs, maintenance and redecoration tasks as requested to improve and maintain the safety, operational reliability and appearance of the College
3. To assist with undertaking internal and external safety tests and inspections of the site and to complete the associated documentation. This will include fire alarm tests, water temperature testing, visual asbestos condition monitoring etc
4. To assist various contractors that may be working outside normal working hours and to contact the appropriate contractors in the event of an emergency situation
5. To monitor the use of the car park and external areas whilst undertaking your duties and to appropriately deal with areas of concern
6. Planned maintenance work based on the forward maintenance register and help desk tasking
7. To order spares and equipment to support the estates service activity
8. To attend team meetings as required and to undertake internal/external training relevant to the position includes but is not exclusive to areas such as First Aid, fire safety and relevant technical knowledge and manual handling
9. To assist in the upkeep of the Estates Department's data using the appropriate computer packages, this will include use of the PPM and helpdesk systems
10. To cover for any annual leave, sickness or other absence of the College's other estates staff as reasonably requested
11. To undertake additional hours as required in preparation for large or weekend events

**General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

**PERSON SPECIFICATION****Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Clean UK driving licence
- Valid First Aid Certificate, or a willingness to train within a specified period
- Valid Fire Warden Certificate, or a willingness to train within a specified period
- Willingness to undertake Manual Handling Training within a specified period

**Experience**

- Experience of carrying out general maintenance tasks including setting alarms, opening and locking premises, security and caretaking.
- Dealing with public and/or Clients/Customers in a busy service environment

**Skills, Abilities and Knowledge**

- Ability to undertake general site maintenance and minor repairs and a willingness to travel to any of the College sites where maintenance work is required.
- Personal communication skills of a high order.
- Excellent administrative skills
- Organisation skills and ability to work on own initiative and as part of a team

**Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required