



Midsomer Norton
Schools Partnership

JOB DESCRIPTION

<u>Post Title</u> Premises Maintenance Technician	<u>Date</u> January 2018
<u>Grade</u> O17-19	<u>Responsible to:</u> Estates Manager

1. PURPOSE OF JOB

- 1.1 To undertake maintenance and repairs across the schools within the Midsomer Norton Schools Partnership Trust
- 1.2 To undertake a range of maintenance duties with regard to the building and environment and their users, ensuring their safety and security.

2. MAIN DUTIES AND RESPONSIBILITIES

- To respond to routine and emergency maintenance requests across the Federation as required or directed.
- To be responsible with the Site Manager for a rolling maintenance and enhancement programme for the sites
- To adopt a hands-on approach to repair, maintenance and major internal improvements to the school where appropriate
- To request tools and materials to carry out internal and external repairs and maintenance and improvements as required
- To carry out risk assessments for relevant duties
- To liaise with contractors and other workers
- To be a key-holder for the schools
- To ensure the maintenance van is kept in a clean and roadworthy condition
- To carry out such other duties as are required, and as are commensurate with the grade of the post

3. QUALIFICATIONS AND EXPERIENCE

Essential

- A proven track record in practical skills e.g. carpentry, plumbing, minor building works, painting and decorating.
- Focused and self-motivated.
- An ability to work unsupervised and as part of a team following verbal or written instructions.
- To resolve problems efficiently.
- Knowledge of current Health & Safety legislation in relation to Premises Management.
- Hold a clean Driving Licence.

Desirable

Technical qualifications

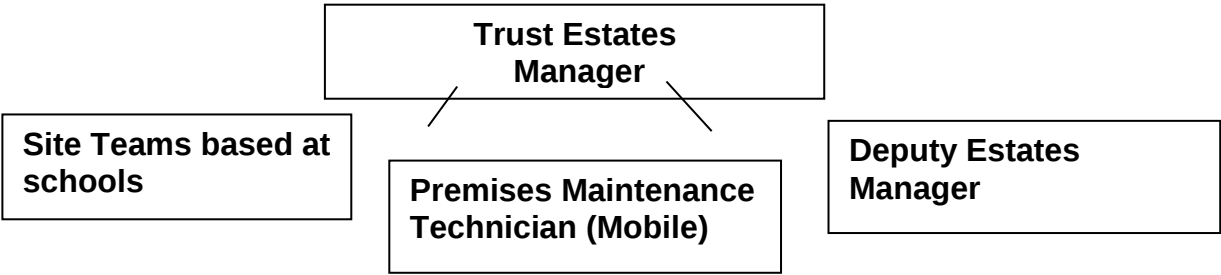
4. PHYSICAL EFFORT

The post holder will be expected to undertake bending, lifting and stretching in the course of their duties.

5. SPECIAL CONDITIONS

- This is a full time position working 37 hours per week normally between 8am-5pm however some flexibility will be required.
- The post-holder is on twenty-four hour callout. A callout fee of two hours at double time is payable.
- Occasional working may be required outside of normal school hours- e.g. Evening and Weekends. Time off in lieu or overtime payments may be made, this is negotiable.
- The post-holder will be required to take the bulk of holiday entitlement during term time. This is to maximise repair and maintenance work that can be carried out during the school holiday period.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.
- Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check are required prior to appointment.

6. ORGANISATION



Post Holder:

Line Manager:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____