

Aurora Chaldon School

Maintenance Technician

Reporting to the Premises and Compliance Manager, our Maintenance Technician is responsible for ensuring that all matters relating to the continuous operation, maintenance and tidiness of the buildings, grounds and equipment.

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Located in Merstham, Aurora Chaldon School is a brand-new specialist education provision offering a model of small classes, high levels of classroom support and a supernumerary multi-disciplinary intervention team enables us to give students “every opportunity to achieve.”

By supporting students to develop the social communication, sensory processing and emotional regulation skills they need to overcome any barriers to curriculum and community access, we aim to prepare our students to be independent young people who can develop safe, meaningful relationship in the community and feel empowered to follow their individual aspirations towards further education training or employment.

Our school supports 100 young people, with 80 attending the main site and 20 young people supported at our satellite site in Caterham, based at Caterham Education Centre. Aurora Chaldon School is part of a close network of Aurora Schools in Surrey. Staff and students benefit from strong school-to-school links which include sharing best practice, resources and running joint events

The purpose of our Maintenance Technician

They must ensure a high-quality site service is provided at all times that encompasses the safeguarding, health, safety and general well-being of every person accessing the site. The Maintenance Technician will support the development of the services through site expansion projects and integrating new, converted, and established buildings. They will ensure that the internal areas of the site are maintained to the highest possible standard, under the direction of the Premises and Compliance Manager as required, ensuring that all relevant health and safety legislation and company procedures are adhered to.

Our Maintenance Assistant will be an essential pillar in enabling our students to achieve their full potential.

Person Specification

Qualifications:

- Qualified First Aider (*desirable*)
- Health and Safety qualifications e.g. Working at Height, Manual Handling, COSHH etc (*desirable*)
- Weed-spraying license (*desirable*)
- Hold an additional trade/skill such as electrical, plumbing, carpentry or painting/decorating (*desirable*)

Experience:

- At least 2 Years’ of site maintenance in a similar role (*essential*).
- Full UK Driving License (with access to own vehicle due to location of our school) to assist with school transport requirements. A D1 qualification (*desirable*).
- Understanding and proven experience of safe working principles and Health and Safety Legislation
- COSHH – safe use of chemicals
- An understanding the impact works have on wildlife and the adjustments required (nesting season and protected species).

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- Mechanical experience or experience undertaking basic machine maintenance (*essential*)
- Previous experience of premises with complex equipment and needs of those accessing buildings, grounds and equipment.
- Competent and knowledgeable of basic repairs, using a range of tools and equipment to carry out routine maintenance tasks. (*This may include carpentry, painting and decorating, repairs to furniture or the building, 'making good areas'*)
- Proven success in working to tight deadlines.

Skills and Ability:

- Ability to work well in a team and on own initiative.
- Effective interpersonal skills and the ability to liaise with staff (and students) with differing levels of technical knowledge.
- Have good problem-solving abilities.
- Be exemplary in attention to detail in the high standards of work expected.
- IT skills (*essential*) to operate our internal audit systems and asset management.
- Have a flexible and adaptable working approach, including organising and managing priorities.
- Being empathic and sensitive to a wide range of individuals with complex needs (*essential*).
- Be enthusiastic, pro-active and keen to be involved in the life of our school.
- Be willing to work unsociable hours when required.
- Ability to react calmly and quickly in an emergency.

Key Accountabilities

- Prioritising safeguarding in all work.
- Working as a team to ensure reactive maintenance, repairs and refurbishments are undertaken across the site and any associated properties.
- Be confident in the correct and safe operation of all required equipment and chemicals, to complete tasks as instructed.
- To report to the Premises and Compliance Manager - via the appropriate reporting systems - any defects or breakdown of equipment or machinery.
- Ensure the grounds are maintained and developed to a high standard.
- Contribute to new projects, supporting on time completion by undertaking work personally and intuitively.
- Understand and ensure compliance of the group Health and Safety policy, Emergency and Fire Procedures.
- Lead by example following the Aurora way in relation to ethos, values and behaviours, to establish and maintain an effective and flexible team with high morale.
- Follow company policies and procedures for the secure and appropriate management of data.
- Ensure all training needs are identified and undertaken regularly.
- Communicating and addressing stocks daily. To be aware of stock levels and bring to the attention of the Premises and Compliance Manager when any get low.
- To assist with physical stock takes as required.

Safeguarding and Child Protection

The Aurora Group is an equal opportunities employer. We are committed, and take seriously our responsibility for safeguarding and promoting the welfare of children and young people. Therefore, everyone employed by the

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Aurora Group is expected to share this commitment and act accordingly, by applying the organisation's policies and procedures and attending regular safeguarding training.

Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required. The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School.

Training

During the term of your employment, you must complete the following mandatory training, which is provided by the School:

- Aurora Chaldon School Induction;
- Safeguarding and Child Protection;
- Health and Safety at Work;
- Basic GDPR; and
- Fire Awareness/Warden training.

You may be entitled to take part in various training courses, which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from the School Business Manager.

Key Duties

- Deliver all activities with an energy efficient approach and ethos.
- Provide management with timely notice of any difficulties that may arise as well as ensuring swift reporting of any unplanned and ad hoc requirements of the business.
- Respond to and resolve maintenance requests via online ticketing software.
- Organise and carry out the collection and movement of furniture and equipment as directed.
- Maintenance and safety of all vehicles including auditing of mileage logs and usage register.
- Ensure safe administration and storage of all keys if required.
- Ensure the safe storage of tools and equipment and maintain an equipment register.
- Ensure the safe storage of materials, paints etc. in accordance with manufacturers' instructions.
- Attend your place of work reliably and punctually and maintain a good corporate image.
- Play a full part in building good relationships with other staff, students and stakeholders.
- Assist regular planned maintenance inspection on services, utilities, and the building fabric throughout the school. Record findings and take necessary action as part of the team.
- Carry out any additional tasks and responsibilities as instructed.

Requirements of the Role

- The sites and buildings may be used over 24 hours and over 52 weeks of the year and the postholder may carry a level of responsibility for accessing and monitoring our sites.
- The role has key holder responsibilities so may require on call responsibility for emergency access and possible work during weekends, evenings and during public holidays, in agreement with line manager.
- The role will require some lone working, travel and physical work.
- The role may from time to time require working at height and enhanced temperatures and noise levels and some lifting of heavy loads, subject to appropriate manual handling requirements, required.

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- This post is classed as having a high degree of contact with children or vulnerable adults which may be unsupervised. The role will also have access to personal and sensitive data and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of our pre-employment checks which are repeated during employment.
- Attention to detail is required to ensure works and repairs are carried out to a very high standard to preserve and enhance the building.
- To be flexible with your operating hours, (which may include split shifts) to allow for any manual work to be completed when our students are not on site.

Additional Information

As part of the Aurora Group everyone is:

- Expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.
- Required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- Required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- Required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive, being reviewed and amended periodically, to ensure it remains appropriate.