



David Ross Education Trust

Broadening Horizons

JOB DESCRIPTION

Job Title:

Mobile Maintenance Team Member

Location:

**Based in Lincolnshire with travel
to/from our Academies in Lincolnshire &
Yorkshire.**

Job Purpose:

With guaranteed working and regular hours, 31 days annual leave (plus statutory holidays), a generous pension scheme, paid travel expenses and a great team to work with, you will provide support to our schools for their refurbishment and maintenance projects.

A work van is provided, which is kept at one of our secondary academies in Skegness, Lincolnshire. There will be travel to academies within the Lincolnshire & Yorkshire regions, with travel expenses fully covered by the Trust. Working as part of a two-person team, your role will include painting and decorating, refurbishment, routine maintenance, small projects and repairs fitting your skill set. The team also occasionally provides site management cover to any academy that may need assistance.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Senior Facilities Manager

Salary:

NJC7, £27,274.00 per annum

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- The ability to understand and apply regulations such as health and safety, manual handling, COSHH, Asbestos and Legionella etc.
- Full, clean driving licence
- Competent at basic building repairs and maintenance – basic plumbing such as tap & cistern replacements, basic carpentry such as hanging doors.
- Good painting and decorating experience.
- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment
- Ability to manage own time effectively and demonstrate initiative including establishing priorities
- Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of each Academy
- Ability to adapt to changing and conflicting demands
- Ability to be flexible and work as part of a team or individually as required
- Ability to adhere to the Trust's policies and procedures and most importantly the child protection policy and all health and safety related policies
- Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely
- To be responsible for and maintain a Trust-provided vehicle, for work purposes only

MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ As part of a two-person team, you will be responsible for planning and organising assigned project work.
- ★ You will follow the instructions of the Senior Facilities Manager and Mobile Team Leader in order to deliver projects to a high standard, safely and within timeframes set.

TRANSPORT RESPONSIBILITIES

- ★ Operate and drive the company vehicle that is held at a central location.
- ★ Travel to academies within the Lincolnshire & Yorkshire areas

HEALTH & SAFETY RESPONSIBILITIES

- Ensure that any the asbestos register at each relevant Academy is viewed and understood before undertaking any works
- Alongside the Senior Facilities Manager and Mobile Team Leader, complete risk assessments and method statements for any required works
- Ensure the team work safely and promoting a safe working culture
- To complete training courses as directed by the Trust
- All duties to be carried out in compliance with the Health & Safety at Work Act

ADMINISTRATION RESPONSIBILITIES

- To maintain an audit of all tools and equipment, their state of repair and where they are kept
- Alongside the Mobile Team Leader, completion of 'Project Planner' documents at the start of each project
- Alongside the Mobile Team Leader, manage & maintain the 'Mobile Team Logbook', which includes periodic checks on the van and associated work equipment
- To write Risk Assessments, with the support of the Senior Facilities Manager
- To ensure the company vehicle is serviced, has a current MOT, and has regular safety inspections completed and logged

KNOWLEDGE/SKILLS/EXPERTISE

- ★ Must hold a full, clean driving licence
- ★ Good painting & decorating experience
- ★ The ability to understand and apply regulations such as health and safety, manual handling, COSHH, Asbestos and Legionella etc.
- ★ The ability to operate and understand electrical/mechanical systems
- ★ Competent with building repairs and maintenance
- ★ Excellent communication skills
- ★ Ability to perform the physical tasks required by the post
- ★ Basic IT skills
- ★ Ability to manage own time effectively and demonstrate initiative including establishing priorities
- ★ Ability to work as part of a small team, ensuring safe working, good organisation and productive working
- ★ Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
- ★ Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of each Academy
- ★ Ability to adapt to changing and conflicting demands

- ★ Ability to be flexible and work as part of a team or individually as required
- ★ Ability to contribute to the life of each Academy
- ★ Ability to adhere to the Trust's policies and procedures and most importantly the child protection policy and all health and safety related policies
- ★ Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely.
- ★ Willingness to undertake training

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Good numeracy, literacy and communication skills	✓		
★ Willingness to undertake training	✓		
★ Must hold a full, clean driving licence	✓		
Experience			
★ The ability to understand and apply regulations such as health and safety, manual handling, COSHH, Asbestos and Legionella etc.	✓		
★ Competent at basic building repairs and maintenance	✓		
★ Good painting & decorating experience	✓		
Skills and Knowledge			
★ Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment	✓		
★ Excellent communication skills	✓		
★ Basic IT skills		Y	
★ Ability to manage own time effectively and demonstrate initiative including establishing priorities	✓		
★ Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	✓		

★ Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of each Academy	✓		
★ Ability to adapt to changing and conflicting demands	✓		
★ Ability to be flexible and work as part of a team or individually as required	✓		
★ Ability to demonstrate an understanding of children	✓		
★ Ability to contribute to the life of each Academy	✓		
★ Ability to adhere to the Trust's policies and procedures and most importantly the child protection policy and all health and safety related policies	✓		
★ Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely.	✓		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role.	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.