



Gloucestershire College is advertising this role on behalf of Gloucestershire Facilities Management (GFM).

## About the Role – Employment Details

Post Number	A024d
Job Title	Maintenance Specialist
Salary	£29,168.02 per annum
Contract Type	37 hours per week, 52 weeks per year, Permanent
Campus	Gloucester/Cheltenham/Cinderford
Department	Estates
Reporting To	Maintenance Operations Manager
Holiday	27 days' annual leave, increasing to 32 days after 5 years'

## About the Role – Meet the Team

Gloucestershire Facilities Management (GFM) is recruiting for a Maintenance Specialist to join the Estates team at Gloucestershire College.

We are looking for a skilled and proactive Maintenance Specialist to join our team, with expertise in any core construction or maintenance trade. You will play a hands-on role in maintaining a high-quality learning environment by delivering building services, supporting project planning and costing, and carrying out repairs and improvements. This is a dynamic role suited to someone who takes pride in their work, enjoys variety, and thrives in a collaborative, fast-paced setting

## About the Role – Duties and Responsibilities

- Take an active lead on the day-to-day running of the planned and reactive maintenance programmes within your skill set.
- Assist the Maintenance Operations Manager and Maintenance Contracts Manager in building projects where required.
- Ensuring best value for money is achieved.
- Assist with induction of and manage contractors if required.
- Promote and manage utility efficiency.
- Prioritise planned and reactive maintenance programmes.
- Undertake risk management assessments to safeguard College interests with respect to the implementation of works to the College.
- Assist to ensure all works programmes adhere to appropriate building regulations, CDM, health and safety, and environmental legislation.
- Anticipate problems and initiate preventative measures.





## About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College’s Equality and Diversity Policy
- Actively promote the College’s Safeguarding Policy and Practices
- Support the College’s sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

## About the You

### Our Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>– Knowledge of working within the Maintenance/construction sector.</li> <li>– Knowledge of costing, planning, and carrying out the works associated to your specialist role.</li> <li>– Knowledge of working to high standards of health and safety, quality, and environmental legislation.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>– Experience of working within an estates/ facilities environment.</li> <li>– Experience of working in an education environment.</li> <li>– Experience of plant control management.</li> </ul>

## The Perfect Person for us will demonstrate

<b>Abilities</b>	<ul style="list-style-type: none"> <li>– Capable of working under own initiative with a minimum amount of supervision.</li> <li>– Ability to demonstrate a high level of customer care.</li> <li>– Ability to organise a varied workload and manage time effectively.</li> <li>– Ability to lead, inspire and motivate others.</li> <li>– Ability to produce reports and analyse statistical information.</li> <li>– Excellent written and oral communication skills.</li> </ul>
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**Job  
Circumstances**

- Able to travel between College sites (if required)
- Undertake any training required for the role
- Hold an Enhanced DBS with child barred list check or be willing to undertake a check.
- This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

