REED'S School

Reed's School Job Description
MAINTENANCE OPERATIVE

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Role and Department:	The purpose of the role is to support all aspects of maintenance at Reed's School with occasional work at Ripley Court School. The Maintenance Operative role sits within the wider Estates and Facilities team covering the school site. Together they provide support to ensure that the School operates effectively for all staff, pupils, parents and visitors. The hours of work will be 7 am to 4 pm, 5 days per week with 1 hour unpaid lunch break. A total of 40 hours per week. This role will report into the Facilities Manager.
Main Duties and Responsibilities:	**Maintenance** • Carry out tasks to include carpentry, plumbing, heating, electrical, glazing and decorating tasks (both pro-active and reactive), both using own initiative and tasks issued by the Facilities Manager and Facilities Service Desk Co-ordinator. • Identify and carry out the repair and maintenance of the Schools buildings and properties on site, to include painting and decorating. • Following any work carried out, ensure that the area and buildings are left clean, tidy and safe to use. • Interpret what is required to complete a maintenance task from verbal instruction, the CAFM system (Currently Planet FM) or email and liaise with those that have made requests to ascertain the problem and the plan of action. • In liaison with the Facilities Management Service Desk Co-ordinator, ensure that all planned maintenance and inspections are carried out, evidenced and completed in accordance with the schedules set by the (CAFM) system and the relevant SFG20 planned preventative maintenance (PPM) standards. • Oversee and store suitable stock for maintenance tasks (e.g. light bulbs, screws etc.) in a professional manner.

- Liaise with the Facilities Manager to ensure, as far as is reasonably practicable, that tools and equipment used for general maintenance are suitable, sufficient and fit for purpose.
- Manage works, within financial budgets for the School. These budgets are agreed by the Facilities Manager.
- Maintain and build knowledge of techniques and practices for estates maintenance and health and safety.
- Respond to emergencies, breakdowns and requests received both verbally, by email and via the CAFM system.
- Assist team members to offer advice and guidance on general maintenance tasks as required.
- Work with contractors and external maintenance and service teams to resolve maintenance issues.
- Assist other departments such as Caretaking and Grounds as required to support the wider Estates and Facilities Function.
- Ensure all reactive and planned works are completed within agreed Service Level Agreements (SLAs).

General

- Assist the Facilities Manager in the management of Health and Safety within the Maintenance department. Have an awareness of the requirements under the Health and Safety at Work Act 1984 and follow Safe Systems of Work.
- Support the wider Estates and Facilities team on Open Mornings and Speech Day.
- Provide emergency cover as required.
- Carry out car parking duties as required for school events.
- Carry out other reasonable duties as requested by Director of Operations, Facilities Manager, and Site Operations Manager.
- Be aware of, and report as necessary, any security or Health and Safety issues.

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	• Complete all required training. • Promote and safeguard the welfare of children and young persons with whom you come into contact.

Reed's School Person Specification
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	Essential	Desirable
Qualifications	• GCSE. • Current Driving Licence.	• NVQ Level 2 or 3 in a relevant trade (e.g. carpentry, plumbing, electrical installation, plastering. • Asbestos Awareness (UKATA) training.
Experience		• Previous experience in a similar role is desirable but not essential, ideally in a school environment.
Skills and Knowledge	• Knowledge of relevant Health and Safety legislation and Safe Systems of Work.	• Ability to use a range of machinery and equipment in the performance of the post holders' duties.
Personal Competencies and Qualities	• Reliable, effective, efficient and take ownership of tasks. • Ability to communicate at all levels. • Capable of lifting and moving relevant equipment. • Team player with a positive and adaptable 'can do' approach to work including the ability to be flexible in approach to change in working hours. • Ability to stay calm and diplomatic under pressure.	

	• Provide assistance and advice within the relevant skill area. • Committed to the safeguarding and welfare of all pupils.	