

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Maintenance
Operative
(Plumber)



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description

Job Title: Maintenance Operative (Plumber)

Reporting to: Head of Facilities and Maintenance

Reporting to the job holder: N/A

Main Purpose of the role:

To carry out plumbing, heating, and mechanical maintenance tasks for the general upkeep, repair, and improvement of the School's properties and estate. There will be a requirement to contribute to other aspects of the school including more general maintenance duties, and caretaking as required.

Main Responsibilities and Duties:

- To interpret instructions and work independently.
- To ensure the smooth running of all plumbing and heating systems, internally and externally, throughout the school area.
- To have the ability to:
 - Install, maintain, and repair pipes, fittings, and fixtures (sinks, toilets, showers, taps).
 - Diagnose and clear blockages, leaks, and faults within water and drainage systems.
 - To undertake works and repairs to guttering and downpipes
 - Assist with basic maintenance of heating and hot water plant systems.
- To assist with maintenance projects.
- Knowledge and ability to carry out other trades.
- Willingness to learn new/old techniques with training as necessary.
- Carry out general duties for school functions.
- Able to lift and move furniture and equipment (in accordance with Health & Safety procedures).
- To cover for Caretakers during periods of holiday or sickness absence as agreed.
- Good understanding of Health & Safety regulations.
- The ability to apply regulations such as health & safety, manual handling, COSHH, and specifically water safety regulations (e.g., Legionella control, L8 ACoP).
- Awareness of school policies and procedures and most importantly the equal opportunities policy, child protection policy, and all health & safety related policies.
- Good communication, organisation, planning, and literacy skills.
- Ability to prioritise and work flexibly.
- Ability to perform the physical tasks required by the post including lifting, carrying, and pushing various equipment to undertake the duties of the post.
- Experience of providing a calm and courteous service both internally and externally.
- Able to drive the school van as required.
- High standards of personal and professional integrity.
- Energetic self-initiator.
- Other reasonable duties.

Person Specification

Qualifications

- Clean full driving licence (essential).
- Ideally possess City & Guilds / NVQ Level 2 or 3 in Plumbing and Domestic Heating (or equivalent trade qualification). Unvented hot water systems qualification (desirable).

Experience

- Ideally time-served tradesman (Plumbing & Heating). Experience working in a commercial, school, or estate maintenance environment (desirable).

Skills

- Good communication skills. Strong diagnostic and problem-solving skills related to commercial/domestic plumbing systems (essential).

Personal Competencies and Qualities

Essential:

- Commitment to a high standard of results in the work produced.
- A positive and willing attitude to work.
- Willingness to learn.

Hours of Work / Times / Weeks per year

- 39 Hours per week, 52 weeks per year
- Monday to Thursday 08.00 to 17.00 and Friday 08.00 to 16.00.

Holidays

- 5.6 weeks (28 days) paid annual leave, plus public bank holidays where these fall within your normal working week.

Other Relevant Information

- School meals when the school is in session.
- Free parking.
- The School offers a contributory Pension Scheme with varied contribution levels administered on behalf of the School by AVIVA.

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

This role is considered as working with high-level safeguarding responsibilities and access to children. Full safeguarding checks will be made on the successful applicant. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.