

## **SUPPORT STAFF**

### **JOB DESCRIPTION**

### **Sheppey Secondary**

**Post: Services Technician – Site**

**Responsible To: Estates Manager**

**Summary of Post:** To maintain the fabric of the school buildings, grounds and workshops to a high standard, ensuring a safe and effective learning and working environment for students and staff.

**Tier of role: Specialist/Officer/Technician**

#### **Key descriptor: Initiator**

**Scope of role:** Provides specialist knowledge and skills to provide specific services and support, using judgement and problem-solving skills (within pre-set guidelines and defined procedures).

**Autonomy:** Prescribed work but with discretion on how the outcome is achieved. Plans own work (short-term) and contribute to longer-term planning.

**Knowledge of role:** Role-specific knowledge required.

**Skills – Technical & Practical:** Specific and specialist knowledge, skills and experience relevant to the role

**Qualifications/Experience:** Level 3+ in a specific relevant field

**Supervision of others:** Supervision of others, but no line management

**Management by others:** Identifies and refers more complex issues to a more senior colleague. Guidance or instruction is required for new tasks.

#### **Key Responsibilities:**

1. As part of the Estates team maintain a safe, functioning and secure environment, adhering to all relevant Health & Safety and safe working procedures
2. Assist in the estate's maintenance programme, undertaking routine building inspections and recording maintenance and Health & Safety compliance

checks, taking remedial action as appropriate

3. Detect and report defects to the Estates Manager, and undertake emergency and planned repairs within capability, responding effectively and keeping records of all such work.
4. Be conversant with the Health and Safety policies relevant to the post including those relating to manual handling, COSHH, working from height, control of legionella and fire safety
5. Undertake portage duties, including moving furniture and equipment to support (setting up of) learning environments, meetings and or special events/functions

### **Specific Duties:**

1. To act as a point of contact in the assistance of property & estate matters in support of the Estates Manager, school staff and other external service providers
2. To assist the Estates Manager in the implementation procedures related to the Business Continuity plan and other emergency events.
3. To assist in ensuring the safety of the site during periods of bad weather, including clearing of paths of snow, ice and fallen leaves and applying rock salt when required.
4. Responsible for waste management collections including all recyclables.
5. Keep tools and equipment in good working order and assist with maintaining stock control of Estates consumables.

*Note: As a new school, opening September 24, responsibilities and specific duties may be subject to change in the first year of operation.*

### **General Duties and Responsibilities:**

1. You will be responsible for upholding our values and ethos and championing the inclusion and belonging of our Academy and Trust communities.
2. You will be responsible for protecting pupils and staff from all preventable harm as per Safeguarding procedures.
3. To participate in the staff support & development program and to undertake training based on individual and organisation needs.
4. To undertake continuing professional development to support our culture of continuous improvement and keep up to date with the skills required to fulfil the role.

5. To comply with all Academy and Trust policies and guidelines as well as legislative requirements. Including education, health & safety, and data protection and all staffing policies.
6. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
7. To partake in quality assurance, appraisal and monitoring and meet minimum relevant occupational standards.
8. To undertake any other duties commensurate with tier as may be reasonably requested.

*Please note:*

*This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.*

*It does not form part of your contract of employment, and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems, and enhance the effectiveness of the role.*

Line manager's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's  
signature: \_\_\_\_\_

Date: \_\_\_\_\_

PERSON SPECIFICATION		Application	Interview	Shortlisting
Tier of Role: <b>Specialist/Officer/Technician</b>				
<b>Qualifications and Training</b>				
1.	English and Maths Level 2/ GCSE A-C Grade or Grade 4 .	✓		6
3.	Level 3 or above in a specific relevant field.	✓		6
4.	Evidence of Continued Leadership Development.	✓		6
<b>Experience</b>				
1.	Successful experience of working in a relevant field (in an educational setting would be an advantage).	✓	✓	6
2.	Successful experience of working on own initiative.		✓	6
3.	Experience of accurate record-keeping and reporting.		✓	4
4.	Specialist experience of practices and processes relevant to role.		✓	4
<b>Skills and knowledge</b>				
1.	Competent numeracy and literacy skills.	✓	✓	6
2.	Competent IT skills; use of word and email.		✓	6
3.	Excellent communication skills, written and verbal.	✓	✓	6
4.	Ability to work independently and to manage own workload and adapt routines and schedules as required.		✓	6
5.	Specialist knowledge in specific service areas.	✓	✓	6
6.	Strong interpersonal skills, listening and observation skills with the ability to deal with difficult/sensitive situations.	✓	✓	6

Personal Qualities				
1.	Act with honesty and integrity at all times.	✓	✓	6
2.	Commitment to promoting the ethos and values of the school and trust and the learning community.		✓	6
3.	Commitment to own learning and development and desire to share skills and practice with others.		✓	6
4.	Commitment to maintaining confidentiality at all times.		✓	6
5.	Relentless commitment to inclusion, safeguarding and equality		✓	6

### **Advice to candidates**

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant -. It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.