NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

**Post:** Maintenance Technician

**Reporting To:** Facilities Manager

**Post Level & Grade:** Kent Scheme 4

**Purpose:**

Under the direction and guidance of the Facilities Manager the post holder will be responsible for ensuring the security and general maintenance of all areas of the school both internal and external considering the Health & Safety of the site at all times.

**Main Duties:**

To ensure everyone is a successful learner who makes progress, achieves and enjoys learning by:

1. Maintaining the school and site to a high standard of appearance and operation which supports having pride and ownership within school.
2. Proactively maintaining and repairing the fabric and plant located within the school buildings and exteriors.
3. Carry out regular maintenance inspections and statutory testing including the completion of maintenance forms and records.
4. Being responsible for efficient checking and distribution of resources delivered to the school – including porterage, contractors, use and alignment of furniture and equipment.
5. Driving the school minibus for journeys and outings in accordance with relevant training and legislation to meet the school’s needs.
6. Meeting and attending to all contractors visiting or working on the school site in the absence of the Facilities Manager, including grounds maintenance.
7. Supporting the specialist equipment needed to allow every student access to their education including the operation of EVAC chairs ensuring DDA requirements are met.
8. Providing a point of contact for moving of deliveries, equipment and furniture to appropriate areas ensuring that passageways are clear and hazard free in accordance with Health & Safety requirements.
9. Assisting site staff with lettings and set ups for school and external events. Working with other departments in the delivery of other school services – i.e. Catering, Network Team.
10. Assisting with heavy and high level cleaning and emergency cleaning as and when required including the clearing of bodily fluids.

To encourage everyone to be a confident individual who leads a safe, healthy, economically active life by:

1. Maintaining the security of the premises by opening and closing premises (including out of school hours and some weekends), repairing doors, latches, fencing and other items as required.
2. Undertaking the general checking of equipment including PAT testing, cleaning if necessary, emptying of bins, to ensure that a safe and tidy environment is maintained.
3. Complying with Health & Safety, Fire Regulations and other school and KCC policies
4. Being aware of the responsibilities for safeguarding students in their learning environment.
5. Reporting defects in buildings, furniture, fittings or equipment to the Facilities Manager.

**To support everyone being a responsible citizen who makes a positive contribution to the school and wider community by:**

1. Demonstrating good practice with regard to attendance, appearance, punctuality, and behaviours in dealings with staff, students, contractors, visitors and all who use the school site.
2. Being a good role model for behaviour and attitude with a sense of humour and empathy for children.
3. Taking responsibility for own training and understanding in areas such as Working at Heights, Moving and Handling, and other relevant areas to ensure that Health & Safety procedures are met to avoid risk or harm to self or others.
4. Being an active member of a college working with both the college leader and students.
5. Being able to assess how your work contributes to the whole school picture.
6. To actively participate and be an effective member of the school community farm.

**To undertake any other duties that the Headteacher may reasonably request**:

Note:

1. Working hours will be subject to variation and call-outs both during the week and weekends subject to prior agreement on a rotational basis. Unsociable hours will be necessary from time to time additional payment will be made in such instances.
2. The above responsibilities are subject to the standards, general duties and responsibilities contained in Risk Assessments, Health & Safety Procedures and the school’s aims, objectives and policies of the Governing Body.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

**Knowledge, Skills & Personal Qualities:**

* A good working knowledge of DIY skills – i.e. Painting & Decorating, Plumbing, Building, Electrics.
* An ability to communicate factual information politely and courteously with staff, external organisational representatives, contractors.
* Use of a range of hand tools and machinery and cleaning equipment.
* Ability to follow work routines/instructions
* Day to day operational maintenance of plant and equipment
* Knowledge that is usually acquired as “on the job training” but often requires some attendance of formal courses (e.g. minibus driving, safe working at heights, safe operation of equipment)
* A clean driving licence
* A good role model for behaviours and attitudes
* An ability to be flexible and able to work on own initiative whilst understanding how own actions will fit into the activities of the site team

**ORGANISATION:**

Head Teacher

Facilities Manager

Facilities Co-Ordinator

Maintenance Technician

**Headteacher:**

Signed: Date:

**Job Holder:**

Signed: Date: