

# JOB DESCRIPTION



**JOB TITLE:** Buildings Maintenance Technician

**LINE MANAGER:** Estates Manager

## **PURPOSE OF THE JOB**

- Responsible for the day-to-day management and maintenance of the College Estate, ensuring its proper functioning, cleanliness, and security.

## **MAIN TASKS**

- Provide a full range of maintenance services across the college sites including repair and installation work using hand, power and machine tools as appropriate.
- Identify and address repair and maintenance needs promptly, working with the Maintenance Manager to maintain accurate records of maintenance activities, repairs, and inspections.
- Respond to maintenance requests from staff and students, addressing them promptly and efficiently.
- Ensure cost-effective management of resources and maintain an inventory of supplies and equipment.
- Ensure all safety equipment, such as fire extinguishers and alarm systems, are functional and comply with safety standards, working with the Maintenance Manager to maintain a schedule of inspection.
- Coordinate with contractors for larger maintenance or repair projects.
- Monitor and secure the property to prevent unauthorized access.
- Implement security measures to protect the property and its assets.
- Respond to alarms or security concerns in a timely manner.
- Ensure the cleanliness and hygiene of the site.
- Maintain the landscaping and outdoor areas of the property.
- Interact with and support hirers and visitors in a professional and courteous manner, responding to any concerns promptly and efficiently.
- Be prepared to respond to emergencies, such as fire or natural disasters.
- Implement emergency procedures and coordinate with relevant authorities.
- First Aider duties and Fire Warden.
- Assist in setting up or dismantling equipment for events.
- Assist in the setup of rooms and facilities for evening classes, events, or activities.

## **GENERAL RESPONSIBILITIES**

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.

- To comply with all other College policies and procedures.
- To undertake continuing professional development.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook.
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity.
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

# PERSON SPECIFICATION



**JOB TITLE:** Buildings Maintenance Technician

**LINE MANAGER:** Estates Manager

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE Level with English and Maths</li> </ul>	
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>Previous experience in property management, maintenance, or a related field</li> <li>Basic knowledge and practical skills in plumbing, carpentry, electrical systems, and general repair work</li> <li>Experience of working in a fast-paced team/environment</li> <li>Experience of working independently and using own initiative</li> <li>Strong problem-solving skills and the ability to respond effectively to urgent or unexpected maintenance issues.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational environment</li> <li>Experience liaising with contractors on larger scale maintenance, repair or project work</li> </ul>
<b>Skills/Aptitudes</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills, both verbal and written, with the ability to build rapport with staff, students and visitors.</li> <li>Good understanding of health and safety regulations and the ability to apply them in the workplace</li> <li>Sound IT proficiency, including Microsoft Office Word, Outlook, and Excel</li> <li>Understanding of the need for confidentiality and discretion</li> <li>Excellent organisational skills with the ability to prioritise workload, use initiative and manage own time effectively.</li> <li>Attention to detail</li> <li>Adaptable and flexible approach to work</li> <li>Physical fitness and the ability to perform manual labour</li> <li>Knowledge of security protocols and emergency response procedure</li> </ul>	<ul style="list-style-type: none"> <li>Experience in Line management</li> <li>Plumbing/Carpentry or building qualification or experience.</li> </ul>

<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Willingness to undergo further training and development as appropriate</li></ul>	
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