Bishop Hogarth Catholic Education Trust

JOB DESCRIPTION

# POST TITLE: Trust Maintenance Technicians (Multi-Skilled)

**GRADE: Band 10 (SCP 28 - 31)**

# REPORTING

**RELATIONSHIP: Trust Facilities Manager**

**JOB PURPOSE: Responsible for the upkeep of facilities within our schools based in Darlington, Hartlepool, Billingham and Stockton.**

**Our ideal candidates will have in-depth knowledge of maintenance procedures and a full qualification in one or more of the following: electrical systems, plumbing, carpentry, painting and decorating and basic tools and appliances.**

**Duties include inspecting buildings, maintaining inventory, and scheduling repairs.**

**To excel in this position, you must be an outstanding problem-solver with exceptional communication and organisational skills.**

# MAIN DUTIES/RESPONSIBILITIES

**Post holders working to this job description may undertake any of the following main duties and responsibilities.**

1. Inspecting buildings, equipment, and systems to identify any issues.

To carry out a range of technical and non-technical trade activities to deliver the installation, maintenance and repair as required.

1. Support the Facilities Manager to develop and implement training programmes.
2. In the absence of caretakers within the Trust support the Headteacher in completing daily caretaking duties.
3. Repairing faulty equipment units and damaged structures.
4. Undertake joinery, landscaping, plumbing, tiling, plastering and decoration works as part of a multi-disciplinary team, ensuring all duties are carried out to expected standards and within agreed timescales, in order to meet client requirements.
5. Undertake work in accordance with PPM program including weekend work and update PPM as required.
6. Developing and implementing preventative maintenance procedures.
7. Managing heating and plumbing systems to guarantee functionality, where applicable.
8. Assist in emergency maintenance work as directed. Be receptive to emergency call

outs.

1. Planning, scheduling and completion of repairs.
2. Promote the efficient use of energy and utility services and reduction of carbon

footprint.

1. Analyse and interpret information, such as the understanding of technical drawings and work specifications in order to identify and assess problems and develop solutions.
2. Conducting periodic quality checks on equipment and systems to ensure everything is up to standard and health and safety compliant.
3. To resolve problems as and when they arise, such as diagnosing faults and where necessary to recognise and escalate problems/report any potential issues to supervising officers where required.
4. Ensure all work is carried out in line with trade training, specifications and manufacturing information by carrying out work in a safe and timely manner, including those relating to health and safety, such as COSHH, manual handling, asbestos and work at height.
5. Complete annual PAT testing, where applicable.
6. Maintaining the inventory records for equipment and supplies both manual and computerised.
7. Maintenance of the Boiler House as required including the reporting major repairs to contractors / service providers as appropriate.
8. Checking, safekeeping and ordering (where appropriate) of academy supplies relating to building cleaning, maintenance and security items.
9. Responsibility for the security of the academy building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.
10. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
11. The post holder must carry out his/her duties with full regards to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.
12. To comply with health and safety policy and systems, report any incidents / accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
13. Any other duties of a similar nature related to the post, which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

***THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.***

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | **ATTRIBUTE** | **Stage Identified** | **Criteria**  **No.** | **ATTRIBUTE** | **Stage Identified** |
| **Qualifications & Experience** | E1 | English and Maths at Level 2 (GCSE / O  Level, Grade C/4 or above) or equivalent or willing to work towards | AF, C |  |  |  |
|  | E2  E3  E4 | IOSH Working Safely  Relevant professional membership or proven Continuous Professional Development  Holder of current UK driving licence | AF, R, I |  |  |  |
| **Experience & Knowledge** | E4 | Experience of working in a team | AF, R, I |  |  |  |
|  | E5 | Knowledge of current regulations including  Health and Safety | AF, R, I |  |  |  |
|  | E6 | Able to undertake tasks and manage individual workloads with minimal supervision whilst fully complying with industry and statutory standards | AF, R, I |  |  |  |
|  | E7 | Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy | AF, R, I |  |  |  |
|  |  |  | AF, R, I |  |  |  |
| **Skills** | E8  E9 | Good verbal communication skills  Excellent organisational skills | I, R |  |  |  |
|  | E10 | Ability to work with a range of people – Good customer care skills | AF, R, I |  |  |  |
|  | E11 | Ability to work on own and in a team | AF, R, I |  |  |  |
|  | E12  E13  E14  E15 | Ability to work under pressure and delegate where appropriate  Listens to others to assess requirements in order to respond appropriately and efficiently  Commitment to problem solving and  improving own performance  Basic computer skills | AF, R, I  AF, R, I |  |  |  |
| **Special Requirements** | E16 | Commitment to ensuring the safeguarding of  children and vulnerable adults | AF,I,R,D | D1 | Access to suitable reliable transport | AF,I |
|  | E17 | Ability to form and maintain appropriate relationships and personal boundaries with children | AF,I,R,D |  |  |  |
|  | E18 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | AF,I,R,D |  |  |  |
|  | E19  E20 | Suitability to work with children  Willingness to work hours that meet the needs of a trading organisation that is delivering services 7 days a week, as required. | D |  |  |  |