



JOB DESCRIPTION

Job Title: Maintenance Operative

Responsible to: Premises Manager

Department: Maintenance / Facilities

Job summary:

Reporting to the Premises Manager, the role forms part of a team of three Maintenance Operatives. The Maintenance Department is responsible for maintaining the Charity's internal and external premises to an exceptionally high standard. This includes carrying out planned preventative maintenance and reactive repairs, while ensuring full compliance with health and safety legislation, policies, and procedures. The role contributes to providing a safe, well-maintained, and fully functional environment for all staff, pupils, young people and visitors.

.Key Responsibilities and Duties

Repairs and Maintenance

Carry out general repairs and remedial maintenance across the site, including but not limited to:

- Internal and external building repairs and maintenance.
- Door, window, and lock repairs.
- Heating system repairs and ongoing maintenance.
- Installation and maintenance of domestic equipment (e.g. washing machines, dishwashers).
- Minor plumbing works.
- Kitchen and bathroom maintenance.
- Roof inspections and repairs, including working at height where required.

Site Improvements and Refurbishments

Support the ongoing improvement and development of the site through:

- Carrying out refurbishment and improvement works.
- Undertaking full and partial refurbishments.
- Liaising effectively with external contractors and suppliers.
- Installing and maintaining fixtures such as radiators, skirting boards, and flooring.
- Carpet fitting and room finishes.

Painting and Decorating

Undertake painting and decorating tasks across the site, including:

- Preparing surfaces prior to decoration.
- Internal and external painting and touch-ups.
- Full room redecorations and refurbishments.

Grounds and External Works

Maintain and develop outdoor areas, including:

- Grass cutting and general garden maintenance.
- Planting, cultivating, and weeding.
- Hedge cutting and general landscaping.
- Hard landscaping and groundwork installation.
- Contributing to outdoor area improvements.

Health and Safety Responsibilities

- Maintain, use, and store tools and equipment safely and in line with health and safety legislation.
- Ensure the Charity is prepared for and compliant with all Health and Safety inspections.
- Support fire safety awareness, inspections, and compliance requirements.
- Adhere to COSHH regulations at all times.
- Carry out and follow risk assessments and hazard control measures.
- Promote and apply safer working practices.
- Fulfil Fire Marshal/Warden duties and First Aid responsibilities, following appropriate training.

Safeguarding and General Duties

- Support Talbot House Charity's commitment to safeguarding children and promoting their welfare.
- Act as a positive role model for pupils and young people.
- Be aware of and comply with all relevant policies and procedures, including health and safety, equality and diversity, confidentiality, data protection, and security.
- Report any concerns promptly to line management.
- Work collaboratively as a supportive member of the team, attending and contributing to meetings as required.
- Participate in training, performance development, and other learning activities as required.

The above list is not exhaustive and other duties may be attached to the post from time to time.

Carry out such other duties as may be allocated from time to time.

Variation may also occur to the duties and responsibilities without changing the general character of the post.

Note: We are committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS and continued subscription to the DBS Update Service.

To apply for the role please visit our website to download an application form at <https://www.talbothousecc.org.uk/jobs-at-talbot-house> alternatively complete the attached application pack, using the job description and personal specification to help you complete the additional skills, knowledge and experience section of the form.

We can only accept a completed Charity application form for this role. We are not able to accept CVs for this role, if you submit a CV it will not be reviewed. Please view our safer recruitment policy. Please do not hesitate to contact the Charity's HR Department for help should you require this.

Personal Specification:

	CRITERIA ESSENTIAL / DESIRABLE CRITERIA FOR THE ROLE & WHERE TO EVIDENCE	CRITERIA ESSENTIAL / DESIRABLE	EVIDENCED
	QUALIFICATIONS, TRAINING, KNOWLEDGE & EXPERIENCE		
1	Formal trade qualification	D	A
2	Health and Safety knowledge	E	A/I
3	Health and Safety training to an intermediate standard	D	A
4	Manual Handling training	D	A
5	COSHH Awareness training	D	A
6	At least two years' experience working in a maintenance role	E	A/I
7	At least 2 years' experience in painting and decorating	D	A/I
8	Experience of using ride on lawn mower	D	A/I
9	Building and trade experience	D	A/I
10	Experience of PAT testing and basic electrical maintenance	D	A/I
11	Gardening and plant knowledge experience, on a large site	D	A/I
	SKILLS & ABILITIES		
12	Intermediate IT skills in Word, Excel and Outlook	D	A/I/R
13	Ability to use and maintain basic power tools safely and correctly	E	A/I/R
14	Ability to follow instructions and work safely	E	A/R
15	Excellent time management and job recording skills	E	A/I/R
16	Ability to communicate politely and clearly with a wide range of people	E	A/I/R
	PERSONAL QUALITIES		
17	Self-motivated and able to use own initiative while remaining team focused	E	I/R
18	Proven ability to respond positively to a pressurised environment and adopt a positive approach to problem solving	E	A/I/R
19	Able to carry out tasks safely and as instructed	E	A/R
20	Ability to multitask and work flexibly to meet the demands of the post (duties and availability)	E	A/I
21	Work as an individual	E	A/I/R
22	Work as part of a team	E	A/I/R
23	Work under pressure as a positive individual or as part of a team	E	A/I
24	Willingness to work flexibly to work shifts between 7am and 7pm as requested, sometimes with short notice, however, usual business hours are 8.00am to 4.00pm, and our Maintenance Team usually work 6:30am to 3:00pm, pending the requirements of the role.	E	A/I/R
25	Willing to respond quickly to emergency situations, inside or outside of normal working hours	E	A/I
26	Driving licence	E	A
27	Clean and smart appearance		
28	Great sense of humour, enthusiasm, energy, integrity & a positive outlook	E	I
29	Good role model with a can do attitude	E	I/R
30	Enhanced clearance from Disclosure and Barring Service	E	Certificate

A = Application Form, I = Interview, R = Reference