



## **JOB DESCRIPTION**

**Job Title:** Maintenance Technician

**Responsible to:** HR Manager

**Department:** Maintenance / Facilities

### **Job summary:**

Reporting to the HR Manager, the role forms part of a team of three Maintenance Technicians. The Maintenance Team 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 which will from time to time have involvement with larger scale projects, in addition to the hands on requirements of the role.

### **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 Other Duties:**

- Support Talbot House Children's Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos / work / aims of the school.
- Be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health & safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.
- Maintain, clean, and drive company vehicles as required for the role (to include but not limited to cars and minibuses).
- The above list is not exhaustive and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

To apply please fully complete our application form, using the personal specification to help you complete the 'skills, experience and knowledge' section of the form. Applicants who read our Tips for Applicants document before completing this section of our application form are more likely to be offered an interview. You will find our Tips for Applicants document attached above.

If you have any queries regarding this position or the application process, please contact the HR Department on 0191 229 0111 or email HR at: [hr@talbothousecc.org.uk](mailto:hr@talbothousecc.org.uk)

Note: The Charity is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances and continued subscription to the DBS Update Service. Please see link for further information:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/945449/rehabilitation-of-offenders-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf)

Please note that this role is classed as regulated activity as it involves working directly with children and / or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. Please note it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our safer recruitment policy. Applicants should be aware that any relevant issues arising from their declarations and references will be addressed at interview.

**Personal Specification:**

	<b>CRITERIA ESSENTIAL / DESIRABLE CRITERIA FOR THE ROLE &amp; WHERE TO EVIDENCE</b>	<b>CRITERIA ESSENTIAL / DESIRABLE</b>	<b>EVIDENCED</b>
	<b>QUALIFICATIONS, TRAINING, KNOWLEDGE &amp; EXPERIENCE</b>		
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
	<b>SKILLS &amp; ABILITIES</b>		
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
	<b>PERSONAL QUALITIES</b>		
17	Self-motivated and able to use own initiative	E	A/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	Ability to multitask and work flexibly to meet the demands of the post	E	A/I
20	Work as an individual	E	A/I/R
21	Work as part of a team	E	A/I/R
22	Work under pressure	E	A/I
23	Willingness to work flexibility, sometimes with short notice	E	A/I/R
24	Willing to respond quickly to emergency situations, inside or outside of normal working hours	E	A/I
25	Manual driving licence	E	A
26	Clean and smart appearance	E	I
27	Good sense of humour, enthusiasm, energy, integrity & a positive outlook	E	I
28	Good role model with a can do attitude	E	I/R
29	Enhanced clearance from Disclosure and Barring Service	E	Certificate

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