



JOB DESCRIPTION – Maintenance Operative

Reports to: Maintenance Supervisor

Responsible to: Estates Bursar

Relates to

Teaching and non-teaching staff
Suppliers and contractors
Pupils
Other users of the School's facilities.

Job Summary

St Edward's is an independent co-educational boarding school with over 660 pupils aged 13 to 18 and extensive facilities and properties. The Maintenance Department is responsible for carrying out routine and other maintenance around the School site and the role will undertake maintenance duties under the supervision of the Maintenance Supervisor.

Trade and Skills.

The maintenance team requires a good mix of semi-skilled relevant experience or trades and we will consider applicants with experience or training in the following areas:

- Semi-skilled premises maintenance
- General building
- Carpenter or joiner
- Decorator

Tasks and Responsibilities

The post holder's tasks will primarily use their specialty (if applicable) but will also include other duties and trade work as directed.

- Undertaking routine maintenance work throughout the school as detailed on work schedules and Flow360 software, or as directed by the Maintenance Supervisor. Training on Flow360 will be provided.
- Carrying out installations, renovations, planned maintenance and reactive maintenance, as directed
- Tidying up after finishing a job
- Carrying, handling and assembling access equipment and platforms
- Providing aid for School activities relating to Estates departments, and undertaking other duties as directed by the Maintenance Supervisor, Estates Bursar or Bursar
- Ensuring that all works are conducted in line with risk assessments and relevant regulations including Working at Height, COSSH, and Manual Handling

(This is not an exhaustive list of duties and the post holder should expect variances in job content to help achieve the efficient running of the School's facilities).

Start date

We would like the successful applicant to start work as soon as possible.

Hours of work

Basic hours of work will be 39 per week. You will be expected to work reasonable overtime, to ensure the smooth running of School facilities.

Salary

The basic rate of pay is either £8.29 or £8.85 per hour, depending on qualifications and experience. Additional payment will be made for overtime.

Probationary period

This appointment is subject to a probationary period of three months.

Holiday

Paid holiday entitlement is 20 days during the holiday year, which runs from 1 September to 31 August, plus bank holidays. Bank holidays occurring during school terms may well be normal working days, for which time off in lieu is given.

Pension

Membership of the School's pension scheme for support staff is available.

Sickness benefit

The entitlement to paid sickness benefit increases with service. After four years' service, the maximum entitlement is to 30 days at full pay in any consecutive 12-month period.

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the School or disclose such data to a third person.

Development and training

The School continually reviews training needs and undertakes internal training such as Health & Safety, First Aid and Manual handling courses.

Safeguarding at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. All staff are required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.

Miscellaneous

- Free lunches are available during times when the Catering Department is working.
- Following successful completion of their probationary period, staff may use the Oxfordshire Health & Racquets Club (which is situated on the St Edward's site) however, this is not a contractual entitlement.
- Car parking is available on-site

Health and Safety

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

PERSON SPECIFICATION – Maintenance Operative

Headings	Essential Qualities	Desirable Qualities
Personal Circumstances	The ability to be flexible in working hours to meet the demands of the position, including “out of hours” and week end working, as necessary.	
Education	A good general level of education	
Skills, abilities, experience and qualifications	<p>A good command of the English language.</p> <p><i>Either:</i> Demonstrable experience relevant to the position <i>or</i> City & Guilds/ NVQ 2 or higher (or similar qualification) in a relevant or associated skill.</p> <p>The ability to work well as part of a team and also to show independent initiative.</p> <p>A flexible approach and willingness to carry out a variety of tasks</p> <p>Basic IT skills to enable use of email and operation of Flow360 (Maintenance System). (Training on Flow360 will be provided)</p>	
Motivation	<p>A high level of self-motivation.</p> <p>Task and goal-oriented with a positive attitude.</p> <p>A commitment to setting and maintaining standards of excellence.</p>	
Safeguarding	<p>Commitment to the protection of children and young people.</p> <p>Willingness to work within the School’s Safeguarding guidance for staff and follow relevant organisational procedures.</p>	