

Job Description

Maintenance Assistant

Reports to: Head of Estates and Facilities

Pay Scale: Support Staff Pay Scale, spinal points 7-10 (£23,585 - £25,276)
(Entry will normally be at the first point of the scale unless significant relevant experience is demonstrated)

Hours of Work: Full time, full year, 37 hours per week, rota basis
If full year - annual leave is directed and must be taken in accordance with the academic calendar.
Hours of work are determined by the requirements of the College and will include both Saturday and Sunday working on a rota basis, for which days off are given in the week.

Key purpose of role:

Ensure that the College premises and its contents are properly maintained, secured and ready for use, and help to keep the College and its immediate environs a clean, safe and tidy environment for students, staff and visitors.

Main Responsibilities:

The postholder will undertake the following duties. *From time to time the duties and shift pattern may be changed as the requirements of the job change throughout the year. Such changes will only be made after consultation.*

Maintenance Support

1. At the direction of the Head of Estates and Facilities, undertake maintenance tasks including painting and decorating, minor repairs to property, fixtures, fittings and equipment.
2. Maintain and operate plant and equipment.
3. Regulate heating/ventilation around the buildings as necessary.
4. Undertake maintenance outside duties, for example clearance of drains and gullies, general tidying, snow clearance etc.
5. Allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work etc Act 1974.
6. PAT Testing Items of equipment in line with a schedule as directed by the Head of Estates and Facilities.

Site Team Support

7. Be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms, locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems etc. Be available to answer emergencies regarding pre-planned lettings e.g. the need to stay later after a shift ends to assist and make the site secure.
8. Being part of the scheduled team rota to open and close the buildings at the start and end of each shift, to include evenings, weekends and other holidays.
9. Being a qualified First Aider to assist with any emergencies during evening and weekend lettings.
10. Supporting the site team with the challenging of any unauthorised visitors, students who need to be asked to leave the premises or other behaviours which disrupt the enjoyment of the facilities by students and staff.
11. Be fully aware of and to comply with all reasonable instructions and procedures relating to Health and Safety at Work and to recognise the personal and workplace responsibilities required under the Health and Safety at Work etc Act 1974.
12. Take responsibility for the site operation and be point of contact during evening and weekend lettings.
13. Undertake cleaning duties as and when required, as directed by the Head of Estates and Facilities.
14. Any other reasonable duties as requested by the Head of Estates and Facilities.

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.

The post holder will also:

1. Contribute to the College's Quality Assurance processes as required.
2. Participate in the College's Staff Appraisal Scheme as required and attend training and development as appropriate to the role.
3. Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding and Equality and Diversity.
4. Demonstrate positive behaviours and day to day commitment to the College's Core values of Excellence, Care, Diversity and Integrity.
5. Demonstrate commitment to own continuous professional and personal development.
6. The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by their manager or College Principal.
7. This job specification is subject to annual review by the line manager and Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder.

Health and Safety Responsibilities of all staff:

1. Under the Health and Safety at Work etc Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
2. Report any incidents, accidents and near misses to line manager in accordance with College Policy.
3. Ensure that personal protective equipment (PPE) provided for their safety is maintained and used appropriately and that any problems are reported immediately to their line manager.
4. Report any health concerns to line manager or HR which may be work related or which may affect their ability to do their job safely.
5. Attend all statutory and essential H&S training as designated by their line manager.
6. Comply with departmental H&S procedures relevant to their particular department and systems of work including emergency procedures.

Signed (postholder)	
Date	

PERSON SPECIFICATION: Maintenance Assistant

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS/ TRAINING	<p>GCSE Maths and GCSE English at Grade C or above or equivalent at Level 2</p> <p>Full drivers license with the ability to drive minibuses (training will be provided)</p> <p>Basic skills in carpentry, plumbing, painting and decorating</p> <p>PAT Testing qualification or willingness to achieve within 6 months of appointment</p> <p>First Aid at Work qualification or willingness to achieve within 6 months of appointment</p> <p>Manual Handling qualification or willingness to achieve within 6 months of appointment</p>	Conflict management or de-escalation training	Application Certificates
KNOWLEDGE/ UNDERSTANDING	<p>Basic Health and Safety understanding and able to demonstrate how this may be relevant in a college environment</p> <p>Able to demonstrate understanding of the principles of Safeguarding and Equality and Diversity as relevant to needs of post</p>	Knowledge of health and safety regulations and cleaning standards	Application Interview References
EXPERIENCE	Experience of a customer service or maintenance environment and willingness to learn a trade (s) in order to provide support to the Site Team for which training will be given		Application Interview References
SKILLS/ABILITIES	<p>Ability to work effectively and supportively as part of a small team</p> <p>Basic IT skills (e.g sending and reading emails) or willingness to gain on appointment</p> <p>Meticulous and attentive to detail</p> <p>Basic DIY skills</p> <p>Able to prioritise tasks</p> <p>Able to act appropriately on own initiative as well as take direction</p>	Able to effect minor repairs safely and effectively	Application Interview Test References
ATTRIBUTES	<p>Polite, courteous, helpful attitude</p> <p>Discreet and confidential</p> <p>Flexible, reliable and able to multitask</p> <p>Good interpersonal skills</p> <p>Able to relate to people at all levels of the</p>		Interview References

	College Fit to undertake the duties of the role – which involves lifting, bending etc and some outside working		
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