**JOB**



**DESCRIPTION**

Job Title:

**Mobile Maintenance Team Member**

Location:

Based in Lincolnshire with travel to/from our Academies in Leicestershire and Lincolnshire.

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| **Job Purpose:** | Your role will include routine maintenance, refurbishment, painting and decorating, small projects and minor repairs. The team also provides caretaking cover to any academy that may need assistance. |
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| **Background:** | The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.  Our aim is to be the country’s leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment. |
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| **Reporting To:** | Facilities Manager, Hard Services |
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| **Salary:** | NJC 7 (pay award pending) |
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**KEY RESPONSIBILTIES AND ACCOUNTABILITIES**

**MAIN DUTIES AND RESPONSIBILITIES**

To work as part of a two-person team to contribute to the utilisation of all Academy premises and associated facilities in the South Regions. This includes routine maintenance, refurbishment, painting & decorating, small projects and minor repairs. The mobile team will provide caretaking cover to any academy that may require assistance. The Team will liaise with Principals, Academy Operations Managers and Site Supervisors.

**General Responsibilities**

* To undertake minor repairs
* To undertake refurbishment works to academy premises
* To undertake painting & decorating projects
* To provide support to caretakers and site supervisors
* To provide cover for Caretakers / Caretaking Team where required
* To work on projects to make improvements to Academy sites
* To carry out other duties of a similar nature from time to time as may be required by the Facilities Manager, Hard Services.

**Others**

* To ensure tools, paints and other work related chemicals are stored correctly and are not accessible by students
* Undertake minor handyperson duties and arrange specialist work in consultation with the Facilities Manager, Hard Services
* To be responsible for and maintain a Trust-provided vehicle, for work purposes only

**Transport Responsibilities**

* Operate and drive the company vehicle that is held at a central location.
* Travel to academies within the Northamptonshire & Leicestershire areas

**Health & Safety Responsibilities**

* Ensure that site specific Asbestos registers are viewed and understood before undertaking any works
* Complete risk assessments and method statements for any required works
* To complete training courses as directed by the Trust
* All duties to be carried out in compliance with the Health & Safety at Work Act

**Administration Responsibilities**

* To maintain an audit of all tools and equipment, their state of repair and where they are kept
* To ensure all tools and equipment and are safe to use
* To ensure power tools are inspected before use and are PAT tested as required
* To ensure the company vehicle is serviced, has a current MOT, and has regular safety inspections completed and logged.
* To complete documented ‘Project Plans’ before each project commences (template and training will be provided)
* To manage and maintain a H&S Log Book

**PERSON SPECIFICATION**

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

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|  | **Essential** | **Desirable** | **Assessed** |
| Qualifications and Professional Development |  |  |  |
| * Good numeracy, literacy and communication skills |  |  |  |
| * Willingness to undertake training |  |  |  |
| * Must hold a full, clean driving licence |  |  |  |
| Experience |  |  |  |
| * Significant experience or skills in a trade |  |  |  |
| * The ability to understand and apply regulations such as health and safety, manual handling, COSHH, Asbestos and Legionella etc. |  |  |  |
| * The ability to operate and understand electrical/mechanical systems |  |  |  |
| * Competent at basic building repairs and maintenance |  |  |  |
| * Good painting & decorating experience |  |  |  |
| Skills and Knowledge |  |  |  |
| * Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment |  |  |  |
| * Excellent communication skills |  |  |  |
| * Good IT skills |  |  |  |
| * Ability to manage own time effectively and demonstrate initiative including establishing priorities |  |  |  |
| * Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests |  |  |  |
| * Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of each Academy |  |  |  |
| * Ability to adapt to changing and conflicting demands |  |  |  |
| * Ability to be flexible and work as part of a team or individually as required |  |  |  |
| * Ability to demonstrate an understanding of children |  |  |  |
| * Ability to contribute to the life of each Academy |  |  |  |
| * Ability to adhere to the Trust’s policies and procedures and most importantly the child protection policy and all health and safety related policies |  |  |  |
| * Ability to comply with Health and Safety regulations to ensure that all duties are carried out safely. |  |  |  |
| Equal Opportunities |  |  |  |
| * A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. |  |  |  |
| Safeguarding |  |  |  |
| * Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child. |  |  |  |
| * Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them. |  |  |  |
| * Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children. |  |  |  |
| Health and Safety |  |  |  |
| * Aware of Health & Safety and Safeguarding as appropriate to role. |  |  |  |

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***