



Midsomer Norton
Schools Partnership



Home College: Frome College

Job Title: Premises Maintenance Technician

Grade: 5 SCP 11 - 17 £27,269 - £30,060

Responsible to: Premises Manager

Hours of work: 8.00 a.m to 4.00 p.m. Monday to Thursday
8.00 a.m to 3.30 p.m. Friday

These hours will vary on occasion to meet College requirements, e.g. during exam periods, parents' evenings, open evenings when you may be required to work later and start later in the morning or work a split shift.

Job Purpose: To undertake maintenance and repairs across the College site.

Main Duties and Responsibilities:

- To respond to routine and emergency maintenance requests as required or directed.
- To adopt a hands-on approach to repair, maintenance and major internal improvements to the college where appropriate.
- To request tools and materials to carry out internal and external repairs and maintenance and improvements as required.
- To carry out risk assessments for relevant duties.
- To liaise with contractors and other workers.
- To be a key-holder for the college.
- To carry out such other duties as are required, and as are commensurate with the grade of the post.

College Support & General

- To attend all site team meetings.
- To attend all training courses as directed
- To participate in the College's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- Use electronic devices to receive work and instructions, record work activities, and communicate as necessary (e.g., I pads, mobile phones, pagers and two-way radios, email)
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Physical Effort & Working Environment

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties. There may be an increased level of physical effort required in areas for children with personal or specialist needs.
- Due to the nature of cleaning, there will be an expectation that the postholder will be exposed to dirt and dust which on occasions, for example adverse weather conditions, may be higher than normal.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Current, clean driving licence
A proven track record in practical skills e.g. carpentry, plumbing, minor building works, painting and decorating
Responds enthusiastically to a demanding and busy environment
Driven to succeed, independently and as part of a team
Knowledge of current Health & Safety legislation in relation to Premises Management.
Reliable, adaptable and innovative approach to work activities
Sets and maintains high standards of delivery with attention to detail being essential
Ability to work to set schedules
Ability to re-prioritise work at short notice, responding to urgent tasks while undertaking routine tasks
Ability to manage own workload within agreed time frame
Responds professionally to customer requests and keeps them informed of progress using clear, informative detail
Tactfully and diplomatically manage customers' expectations
Uses own initiative to overcome problems
Good communication skills
Uses resources efficiently and effectively
Approachable and friendly
Remains calm under pressure
Basic computer knowledge and ability to competently use mobile devices

Knowledge of relevant Health and Safety requirements
Uses safe working methods
Willing to work extra hours and be flexible with shift patterns as necessary
Willingly carries out repetitive tasks
Able to: <ul style="list-style-type: none"> • climb a ladder and stairs unaided • Work at heights • Reach overhead and below the knees, including bending, twisting, pulling, and stooping • Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance • Visually inspect tools, equipment, or machines (e.g., to identify defects) • Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination • Use electronic devices to communicate
Commitment to working with and on behalf of, diverse groups of people in a way which values and respects their needs
Takes responsibility for own personal development
Desirable
Technical Qualifications
Experience or understanding of working in education/college/Leisure environment

Midsomer Norton Colleges' Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Post Holder:

Name:

Signature: _____