



**Job Title:** Site Maintenance Technician  
**Grade:** Band 4

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

#### **Our values**

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



## Core Purpose

To ensure the Academy's premises and grounds are maintained to a high standard, ensuring compliance with regulatory requirements, internal policies, and health and safety standards. This role supports the efficient operation of the Academy's estate, providing a safe, secure, and well-maintained environment for students, staff, and visitors.

## Main Responsibilities

The responsibilities of this role may evolve due to changes in legislation, technology, or policy updates. This job description is not an exhaustive list of all duties associated with the role.

### Premises Maintenance:

- Ensure that the Academy's premises are in a suitable condition for use daily, including term time and school holidays.
- Monitor and maintain heating and hot water systems to ensure proper functioning.
- Conduct scheduled inspections and tests on equipment, plant, and building infrastructure on a weekly/monthly basis.
- Identify and record non-compliance issues, oversee remedial works, and update compliance software accordingly.
- Ensure compliance with laws, regulations, internal policies, and best practice standards, working closely with other departments.
- Maintain and oversee the Academy's minibuses, ensuring they are legally compliant, refuelled as needed, and cleaned regularly.
- Oversee contractors, ensuring quality of work before sign-off.
- Assist in emergency procedures in the event of fire, flood, break-in, accident, or major damage.
- Maintain inventory of stock, equipment, and furniture, ordering replacement items when necessary.

### Grounds Maintenance:

- Perform grounds maintenance tasks such as grass cutting, hedge trimming, border maintenance, pruning, planting, and landscaping.
- Operate and maintain grounds equipment for mowing, hedging, and line marking.
- Ensure grounds storage areas are organised and all equipment is accounted for.
- Keep external areas clean, tidy, and presentable at all times.
- Identify and report any maintenance issues within the grounds or buildings.

### General Responsibilities:

- Ensure that buildings, furnishings, and grounds meet legal requirements, health and safety regulations, and Academy management standards.
- Follow a structured programme for routine site maintenance, compliance checks, and improvements under the direction of the Site Manager.
- Undertake reactive and scheduled maintenance services, including repairs, decoration, and minor building works.
- Ensure compliance with Trust Environmental and Health & Safety policies in all duties performed.



## Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

## Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>Good level of general education focused on building and associated trades.</p> <p>Basic IT skills (use of smart phone, e-mails etc)</p> <p>Manual Handling</p> <p>Demonstrable experience in a similar role within grounds maintenance or horticulture.</p>	<p>An understanding of Health and Safety legislation and security requirements.</p> <p>Experience of working in an educational environment.</p> <p>Experience of working with/repairing machinery with small petrol engines.</p>
Knowledge/Skills	<p>Knowledge of managing emergencies (floods etc.), initiating processes for engaging contractors or providing other solutions or repairs to ensure security of premises</p> <p>Works within well-known boundaries e.g., Health &amp; Safety legislation, cleaning specifications where appropriate.</p>	



	<p>Will be able to make own routine decisions within scope of this job e.g., work priorities.</p> <p>Physically fit with experience of working in a physically demanding environment.</p> <p>Commitment to high-quality work and attention to detail.</p> <p>Knowledge of relevant UK Health and Safety legislation.</p>	
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