

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
X1441	<b>Group Premises Maintenance Technician</b>	Grade 4	374 NJC	January 2009

### Statement of Purpose

To provide efficient and effective maintenance support to the schools, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that heating systems operate at optimum efficiency.

### Security and Safety

- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the Headteacher.
- To be responsible for maintaining the security of the premises and its contents
- To clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers.
- Undertake risk assessments as part of everyday working practices.
- To maintain appropriate checks and records such as grounds surveys, ladders and water temperature checks.

### Maintenance and Cleaning

- In the event of a burst or leaking water pipe, turn off the water and clean up all spillage and furnishings.
- Remove and clean spillages and stains from floors and other surfaces.
- Ensure that gullies and drains etc are free from debris and that the school grounds are kept tidy and free from hazardous plants.

### Maintenance and Repair

- To undertake repairs, projects and redecoration tasks as required.
- To undertake maintenance and minor repairs to fixtures, fittings and furnishings.
- To undertake minor improvements such as erection of shelves, display and notice boards.
- Advise and undertake minor projects.
- Unblock sinks, traps, waste pipes and drains. Undertake simple plumbing tasks such as adjusting taps, replacing washers, disconnect pipework.

### Resources

- To undertake portage tasks as required and moving furniture
- To report emergencies in the case of faults with equipment, gas, water and electrical items and systems to the Headteacher or to Technical Services in the absence of a lead person.
- To attend, where appropriate, personnel visiting and working on site.

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**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

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**Person Specification**  
**Group Premises Maintenance Technician**  
**Level 3**

<b>Essential Criteria</b>	<b>Measured By</b>
<b>Experience</b> <ul style="list-style-type: none"><li>• Several years experience of working in a security, safety, cleaning or maintenance environment.</li></ul>	AF/I
<b>Qualifications/Training</b> <ul style="list-style-type: none"><li>• NVQ 2 School support staff or equivalent qualification, or experience in a relevant discipline and/or a relevant trade qualification at NVQ level 3.</li></ul>	AF
<b>Knowledge/Skills</b> <ul style="list-style-type: none"><li>• Good understanding and ability to use specialist equipment/ technology.</li><li>• Ability to work constructively using own initiative in the absence of senior staff and as part of a team.</li><li>• Ability to relate well to children and to adults.</li><li>• Working knowledge of health and safety codes of practice/ legislation.</li><li>• A good standard of practical knowledge.</li></ul>	AF/I

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<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	<p>AF/I</p>
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AF - Application form

I - Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***