

Role Profile: Maintenance Team Member

Purpose

To work under the direction of the Facilities Manager to provide support for the school in relation to maintenance issues, events set up and health and safety concerns.

Key Accountabilities

- To uphold the ethos and values of the school at all times.
- To open up the school or lock up the school at the end of the day, depending on shift.
- To be responsible for attending to any site management, health and safety and compliance issues as directed by the Facilities Manager.
- To act promptly in order to ensure that any matters relating to Health and Safety are addressed as a priority.
- Assist with the set-up requirements for school events and assemblies and liaise with the event coordinator and other maintenance team members in order to ensure that events are set up correctly and on a timely basis.
- Check email for requests and work with the Facilities Manager to prioritise these into the work schedule for the day.
- Assist with distributing all deliveries to the school.
- Assist with moving equipment around the school.
- Be on call to assist the caretaker with the usual duties you would expect in a school including blocked toilets, spills and clean up of bodily fluids.
- Assist with table set up and change around in the dining room for lunch.
- Assist with ground works including gardening and tidying up around the grounds as required.
- Car park supervision including assisting car park users with pupil drop-off and parking on the school site.
- General maintenance duties as directed by the Facilities Manager.
- Classroom re-arrangement and setting up as required.
- Driving the school vehicle as required and agreed.
- To provide cover for other team members' absence and holidays.
- 'On Call' by radio at all times whilst on duty.
- Act as Fire Warden and assist with weekly planned fire alarm test and any planned and unplanned fire evacuations.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<p>Good IT literacy including MS office and email.</p> <p>Good communication skills, both written and verbal.</p> <p>You will be joining an established team, therefore ability to work within a team is essential.</p> <p>Demonstrable experience of responsibility for Health and Safety in the workplace and compliance testing including completion of relevant documentation.</p>	
Qualifications	5 GCSE's including English and Maths	<p>IOSH Managing Safely Qualification</p> <p>First Aid qualification</p>
Experience	Proven experience of performing maintenance duties such as plumbing, carpentry, electrical and other maintenance tasks.	Previous experience of working in an educational environment
Other	<p>Polite, professional and helpful manner</p> <p>Organised</p> <p>Calm persona and ability to multi-task/prioritise.</p> <p>Team player</p>	

Key Stakeholders:

Internal – Facilities Manager, Operations Manager, Senior Leadership Team, Students, Colleagues

External – HSE, Health and Safety auditors, Parents, Contractors and Visitors

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: