



JOB DESCRIPTION

OVERVIEW

Job Title	Maintenance Technician
Closing Date	Midday Friday 24 th January 2025
Interview Date	Week commencing 27 th January 2025
Salary / Scale	£26409 including a market supplement
Contract type:	Permanent, Full Time (37 hours, 52 weeks)
Purpose of the Position	To be part of a Trust Maintenance team responsible for improving, maintaining and managing schools’ sites including the buildings, grounds fixtures and fittings at St Joseph’s and St Gregory’s Catholic Primary School. Act as first line of contact between the Heads and Trust Maintenance Manager in relation to site issues and schools’ health and safety, being allocated tasks across a group of schools.
Key Responsibilities	<p>Completing tasks to maintain all school site buildings and grounds ensuring all internal and external areas are fit for purpose, safe, well maintained and secure. Undertake semi-skilled repairs and maintenance tasks as allocated, reporting any faults and damage to School Operations Coordinator and Trust Maintenance Manager. Maintain all furniture, fittings & equipment and, high standards of cleanliness and hygiene across the site. As instructed by the Trust Operations team ensuring adherence and compliance with all statutory and centralised Trust requirements including health and safety, risk assessments, planned maintenance works and efficient provision of utilities and energy.</p> <p>Work across two sites, while we move to one in September 2025 and be responsibility for maintenance of the onsite bungalow.</p> <p>This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.</p>
Responsible to:	The Head Teacher, School Operations Coordinator and Trust Maintenance Manager
Accountable to:	Head of Operations

MAIN DUTIES

1. Site Management and Maintenance

Complete tasks as allocated by the Trust Maintenance Manager (TMM) to maintain school site buildings and grounds ensuring all internal and external areas are fit for purpose, safe, well maintained, and secure. This includes:

- Undertake semi-skilled repairs and maintenance tasks as allocated reporting faults and damage to School Office Manager and TMM.
- Complete any minor maintenance repairs, defects and/or building work using a wide range of tools and equipment including tiles, flooring, fencing, minor roof repairs and similar repairs.
- Install fixtures and fittings including shelving, notice and pin boards, coat hooks, brackets, door furniture, blinds, window fittings and similar items.
- Complete preventative maintenance tasks
- Complete internal and external decoration work.
- Assist with the installation and maintenance of heating and ventilation systems as required including seasonal adjustments to the systems to maximise energy conservation.
- Maintain all tools and equipment in a safe and serviceable condition and secure when not in use.
- Prepare school site for inclement weather conditions including snow, heat, heavy rainfall and arrange the purchase appropriate materials as required e.g. salt, grit, additional shade.

2. Security

- Open the school site every morning and complete a daily site inspection and routine weekly checks including water flush, emergency light testing, fire alarms, call point tests etc.
- Inspect all alarm systems including fire, security, fire extinguishers and schedule renewals as required.
- Challenge potential trespassers and unauthorised parking of vehicles.
- Ensure on-site parking arrangements are adhered to and access for emergency vehicles is maintained.

3. Cleanliness and Hygiene of site

- Ensure and manage high standards of cleanliness and hygiene across the school site using approved and appropriate materials and undertaking cleaning work where applicable to support the cleaning staff.
- Ensure cleaning materials and other stock including toilet rolls, paper towels re sufficiently stocked and replenished.
- Ensure cleaning materials are stored and used in accordance with COSHH and other regulatory requirements.
- Check school site frequently for high standards of cleanliness and hygiene particularly in toilets, urinals, showers etc.
- Undertake any emergency cleaning of spillages and bodily fluids
- Ensure external grounds and fabric of the buildings are kept well maintained and fit for purpose including clearing of leaves, litter, graffiti, drains and gullies.
- Ensure all water appliances are flushed regularly and chlorinated where appropriate.
- Ensure all bins, recycling and refuse containers are emptied regularly and cleaned to deter rodents, pests and insects.

- Attend to pest control issues as and when required.

4. Health & Safety/Safeguarding

- Liaise with the Office Manager/Trust Premises Officer regarding Health & Safety including risk and test assessments for fire, school equipment, alarms and other hazards.
- Ensure all fire checks are regularly completed including fire extinguisher checks, fire alarm checks, effective fire activation points, security break glass.
- Ensure all areas, particularly fire escape routes are kept free from obstruction and fire doors are appropriately secured and accessible.
- Ensure all school site is clear of any hazardous material and/or equipment, fire exits clear and trip hazards avoided.
- Ensure all heating systems, fan heaters and other heat generators are monitored and switched off at close of school day.
- Ensure the school site is safe including prompt clearing of hazards and debris at entrances, exits, pathways and car park including leaves, ice and snow
- Attend health and safety training to maintain and update skills and knowledge.

5. Energy Management and Conservation

- Ensure boilers are fully operational upon arrival at school site and an ambient temperature is achieved for all staff, children and visitors before the start of the school working day.
- Monitor and manage thermostats of rooms, radiators and fan convector heaters regularly and adjust accordingly.
- Economise on fuel use and suggest improvements to reduce fuel consumption
- Arrange regular boiler servicing and record regular readings of all utility meters advising improvements where necessary.
- Ensure appropriate recycling equipment is available to encourage recycling within the school community.

6. Porterage

- Ensure deliveries are attended to promptly receiving items correctly and delivering to final destinations and/or ensuring safe storage until delivery.
- Undertake general porterage duties around the school site and to Trust offices if required.
- Move furniture, set out room configurations and clear away as required for school events, assemblies, parents' evenings etc using appropriate manual handling techniques and equipment.
- Assemble any furniture or equipment upon arrival

7. Transport

- Where appropriate, check school transport before use and ensure fit for purpose

- Clean and maintain school transport regularly
- Ensure school transport is serviced and repaired when necessary
- Act as driver when required (appropriate driving licence is required)

8. Any Other duties

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Trust Maintenance Manager, Headteacher or the Trust's Strategic Executive Lead (Chief Executive Officer).

For more information, please contact Trust HR by email at: TrustHR@Olicatschools.org or by telephone: 01604 497309 or, visit the OLICAT Trust website: www.olicatschools.org

PERSON SPECIFICATION

1. TRAINING AND QUALIFICATIONS

	Essential	Desirable	Evidence
Good level of general education including Maths & English (Grade A – C or 9 – 4)		✓	App form
Relevant trade qualification (e.g. carpentry, electrical, plumbing)		✓	App form
Current driving licence	✓		

2. EXPERIENCE

	Essential	Desirable	Evidence
Experience of working in an Educational environment (HE or schools/colleges).		✓	App form interview
Proven experience as a maintenance technician or similar		✓	
Proven ability to undertake range of routine maintenance tasks.	✓		App form interview
Proven ability work on own initiative	✓		App form Interview
Experience of working in a 'practical' environment, demonstrating evidence of completing semi-skilled projects	✓		App form Interview

3. SKILLS AND KNOWLEDGE

	Essential	Desirable	Evidence
Good working knowledge of electrical, mechanical, or other trades (or at least willing to be trained)	✓		Interview
Good interpersonal skills able to act professionally and communicate effectively with children, staff, and parents	✓		Interview
Ability to complete range of routine maintenance tasks	✓		Interview
Ability to undertake multiple priorities and to deadlines.	✓		Interview
Ability to be 'hands on' and practical, able to solve problems	✓		

Ability to work as a team	√		Interview
Good written and oral communication skills.	√		Interview
Ability to organise and follow tasks	√		Interview

4. PERSONAL QUALITIES

	Essential	Desirable	Evidence
Proven ability to work flexibly under pressure to be able to meet deadlines.	√		Interview
Proven ability to work on own initiative with a proactive approach.	√		Interview
Ability to work flexibly as required. .	√		Interview
Physically fit to undertake physical elements of the role	√		Interview
Willing to undertake further training	√		Interview
Willing to wear full PPE and appropriate equipment	√		Interview
Commitment to safeguarding and diversity.	√		Interview

5. CONFIDENTIAL REFERENCES AND OUTCOMES

Applicants must be able to positively provide the following information if successfully appointed:

At least 2 written professional references
Confirmation of professional and personal knowledge, skills and abilities
Positive recommendation from current employer or training organisation
Satisfactory health and attendance record
Satisfactory enhanced DBS check and other pre-employment checks as required

HOW TO APPLY

Further information about the Trust and to apply can be viewed on the Trust website: www.olicatschool.org

We would welcome your application via our recruitment portal, My New Term by clicking on this link:
or on our vacancies page.

If you wish to discuss this role further, please contact Emma English, Operations Coordinator initially by email:
office@sjsg.beds.olicatschools.org

Closing date is no later than Midday on Friday 24th January 2025

Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early.

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.



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