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| **The Partnership Trust**  **JOB DESCRIPTION** | |
| **SCHOOL:** The Partnership Trust Central Team | |
| **DEPARTMENT NAME:** Trust Operations Team | |
| **POST TITLE:** Property Maintenance Operative | **GRADE:**  Apprenticeship |
| **RESPONSIBLE TO:** Trust Maintenance Technician | |
| **DATE:** START DATE OF APPRENTICESHIP COURSE | |

**JOB PURPOSE**

The primary purpose of this post is to undertake a range of repair, maintenance and monitoring duties with regard to the Trust’s buildings, sites and environments ensuring compliance, safety and security. Under the supervision of the Trust Estates Manager, you will assist in the provision of efficient and effective site management services to ensure the Trust’s schools are safe, secure and comfortable for its pupils and staff.

**MAIN DUTIES AND RESPONSIBILITIES**

* Commitment to completion of Property Maintenance Operative L2 apprenticeship over 2 years
* Accompany the Trust Maintenance Technician (TMT) on visits to Trust schools, providing a maintenance service as directed by the Trust Estates Manager.
* Tasks will include a range of maintenance work to include painting & decorating, repairing and improving school facilities as required by the school, installation of equipment, furniture, structures and/or storage units
* Support in completing, recording and maintaining documents using relevant IT provision to evidence health, safety and compliance checks throughout the Trust’s schools as directed by the TMT and follow up on recorded actions as required.
* Be available to support the TMT in attending Trust sites at short notice to assist with urgent repairs and/or deliveries to site.
* Develop and maintain professional working relationships with the TMT and school staff to ensure delivery of the best possible site support service to all.
* Assist with grounds maintenance across the Trust as needed to ensure grounds are maintained at the required standard.
* Attend Trust Site Staff team meetings and training opportunities to share and gain information relevant to the role
* Completion of job sheets and communication with schools and the Trust team with regard to job status and follow-up.
* Understand and work in accordance with the Health & Safety at Work Act, COSHH Regulations and the Trust’s Health & Safety Policy and any other relevant legislation or regulation.

**OTHER DUTIES**

* To undertake other appropriate duties at the request of the Trust MT in line with the scope and spirit of the job purpose, the title of the post and its grading.
* To safeguard and promote the welfare of pupils and take steps to prevent any child from suffering ill treatment or neglect. Be familiar with and adhere to the Child Protection procedures adopted within the school and report to the Designated Safeguarding Lead or Deputy Safeguarding Lead any concern that a child has been mistreated, either physically, emotionally, sexually or by neglect.
* To ensure the health, safety and welfare of all employees

**GENERAL**

* The post-holder must carry out his or her duties with full regard to the Trust’s Equal Opportunities Policy
* All duties and responsibilities must be carried out with due regard to the Trust’s Health and Safety Policy
* The post-holder will participate in the Trust’s performance management process as it is applied for all staff
* The post-holder should have knowledge of and compliance with relevant Trust policies and procedures
* Tools, equipment, PPE and protective clothing will be provided where required.

**QUALIFICATIONS, KNOWLEDGE & EXPERIENCE**

**Essential**

* Commitment to completion of Property Maintenance Operative L2 Apprenticeship
* English and Maths GCSE 4 (A-C) or above
* Good communication skills
* Initiative and self-motivation
* Ability to work well as part of a team
* Good basic level of IT skills
* Ability to manage a diverse workload

**Desirable**

* Valid driving licence
* Experience of maintenance work