**Wargrave House School & College**

**Job Description**

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| **Job Title:** | **Maintenance Operative** |
| **Responsible to:** | **CEO and Head of Education** |
| **Directly Reporting to:** | **Estate Manager** |

MAIN RESPONSIBILITIES

Under the direction of the Estates Manager:-

• Co-operate with all school staff in providing a happy, caring environment for the children.

• Aim to create good working relationships with all staff.

• Play an active part in promoting good public relations in the locality so as to increase public awareness of and support for, the aims and objectives of the school.

The role relies on you being able to get on and undertake work without supervision, so it is important that you are able to work safely on your own initiative prioritizing tasks as they arise with conflicting demands on your time and managing your own workload including regular scheduled duties ensuring that these deadlines are met.

You will need to have strong interpersonal skills as you will be dealing with a variety of different people on a daily basis including staff, students, contractors and visitors.

SPECIFIC DUTIES

1. To help maintain all the areas of the school to a high standard of maintenance in accordance with systems of work as agreed with the Estates Manager.
2. Regular Maintenance tasks

• Testing of fire alarm systems including emergency lighting and including ensuring PFE is in good condition

• Assist with fire evacuations, supporting the current Maintenance Operative to liaise with staff and monitoring stations

• Litter picking and grounds maintenance

• Mini bus checks including exterior and interior cleaning

• Water hygiene monitoring in line with current legislation, recording results and reporting any anomalies within the system

• Take meter readings for all utilities and submit to relevant supplier, logging the information internally

• Preventative and reactive maintenance including painting, joinery, replacement glazing, plumbing, minor masonry/plaster work and other works consummate to the role

• Ensure clear and safe pedestrian access to the site particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)

• Supporting moves and changes and general porterage tasks onsite

• Willingness to participate in on-call rota to support colleague absence and be available to open/close at short notice when required

• Remove waste from site in line with current regulations

4.Attend all required training

5.To become familiar with and observe the school’s Health, Safety and Fire regulations, discipline and grievance procedures and any other policy or guidelines which may bear on proper legal and safe job practice.

6.To attend staff and extra curricular meetings as necessary.

7.To maintain strict confidentiality concerning individual pupils.

8.To ensure that all maintenance equipment is kept in a clean condition and any defects are notified to the Estates Manager.

10.To be familiar with COSHH regulations and ensure safe and adequate storage of equipment.

11.Repairs must only be carried out provided that the Maintenance Operative is competent to do them, has been trained, has the proper tools and protective equipment and fully complies with HSE regulations.

12.Monitor stock levels of consumable items such as fuel, grit, light bulbs and tubes and arrange to replenish supplies in accordance with current procedures.

13.Maintain appropriate records including (but not limited to) intruder alarm test log book, maintenance/repair requests and heating systems record book, fire safety tests, water hygiene tests and carry out meter readings for the school.

14.Report emergencies in the case of faults with gas, electricity and water supply, and minor faults on site to the Estates Manager or CEO.

15.Attend to, where necessary, personnel visiting the site such as contractors, in liaison with the Estates Manager.

16.Act as a fire marshall for the site

17. Must be willing to drive the mini buses as required eg to have them cleaned, get them MOT’d

18. Keep a log of all work equipment (eg hand tools, gardening equipment etc) and ensure they are inspected on a monthly basis for defects, recording the results.

19. You will be a keyholder for the site, opening and closing buildings when the Caretaker and current Maintenance Operative is unavailable. You must be willing to respond to alarm activations at unsociable hours.

20. You will have a full UK driving licence and your own vehicle with the appropriate level of Business Insurance

21.Be willing to assist with Domestic duties as required in terms of absence cover or particularly heavy work loads

22.To undertake specific tasks as required by the Estates manager or CEO.

SCOPE OF THE ROLE

To demonstrate flexibility in problems of domestic work, including:-

• Cover for absence.

• Be willing to work within the range of settings across the school portfolio.

**General**

* Read and be aware of all details in the Company’s Employer Handbook and all relevant policies.
* To be responsible for all tasks undertaken, checking work as appropriate.
* To work in an organised and efficient manner ensuring that a tidy and safe environment is maintained.
* To attend training as appropriate and as authorised by the CEO
* Maintain a professional relationship with other members of the team
* Undertake other duties as required by the CEO which are considered to be commensurate with the purpose of the post and grading.
* Participate in the performance management process as agreed by the Company.
* Play a full and active part in the life of the school and college.
* Support the welfare of students in their educational/care environments.

As part of the whole school team, promote the well-being, behaviour and personal development of students.

Understand and apply Company policies including:-

* Safeguarding Children and Adults,
* SEN,
* Health and Safety,
* Dignity at Work.

Maintain confidentiality inside and outside the workplace.

**Care Standards Act 2000, and The Health and Social Care Act 2008, revised 2018 (Regulated Activities)**

**Regulations 2014**

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of

Education, or the Governing Body, or to the National Care Standards Commission or other approved

inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to

the local social services authority or to the police) any concerns they may have about practices in the

service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious

harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism

and are required to report any concerns following the Company’s Safeguarding Prevent procedures.

Wargrave House Limited provides a guarantee that the procedures will be invoked in ways that do not

prejudice any whistle blower’s own position and prospects if they have reported an allegation or concern

in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to

report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a

disciplinary offence.

Additional information

The work at Wargrave House for those working directly with the service users can on occasion be

physically demanding and employees must be able to undertake in full the requirements of the job and

requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out

their role, specifically Team Teacch, Moving & Handling, First Aid and Health & Safety training (this

provides staff with the skills to carry out the sometimes necessary holds in a reasonable and

proportionate manner. Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Wargrave House. However you

should make Wargrave House aware of any adaptations required to enable you to undertake the work.

Confidentiality

Maintain confidentiality for all areas of Wargrave House Limited, its staff and its work. The nature of the

work within the service entrusts people with confidential information about the students, their families

and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities

change and develop, the job description will be reviewed and subject to amendment.

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject

to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is

committed to safeguarding and promoting the welfare of children and young people and expects all staff

and volunteers to share this commitment.

Signed and accepted: .....................................................................

Date:.....................................................................