



Fulneck School

Maintenance Team Member Job description

Purpose of the Post

To provide efficient and effective maintenance support to Fulneck School including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Accountable To

The Maintenance Supervisor

Detailed Responsibilities and Tasks

Working as part of Fulneck School's Maintenance Team, the post holder will be responsible for delivering high quality repairs and maintenance across the School estate, both domestic and commercial.

Maintenance

- Attend and respond to repairs and problems in a prompt and efficient manner with due regard to the prioritisation of health and safety concerns;
- To ensure the efficient and safe completion of all works to required standards, advising Line Management of any issues that may impact upon standards or timelines;
- Carry out planned works and testing as agreed with the works schedule;
- Assist in the conducting of Fire Safety checks as required by the School Fire Safety Policy;
- Work in co-operation with other staff and external contractors in the maintenance development of the School.
- To ensure that all general maintenance equipment is maintained in a safe and serviceable condition, reporting any defects or damage.
- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and maintenance to the Maintenance Supervisor.
- To be responsible for maintaining the security of the premises and its contents in accordance with the School's current requirements.
- To attend to, where necessary, personnel visiting the site such as contractors, particularly grounds maintenance and representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility.

- To undertake portering tasks as required including setting up and clearing away furniture for specific meetings.
- To maintain a log of portable electrical equipment, including the labelling with identification number and to undertake visual checks in accordance with the Electricity at Work Act.

Health & Safety

The post holder is responsible for the safety of all colleagues, pupils and visitors and must ensure that:

- They are familiar with and adhere to the School's Safeguarding, Health and Safety, Security and Fire Safety policies;
- Staff carry out operations in accordance with School policy and departmental codes of safe working practice;
- All accidents are reported to the Bursar via the School's Accident Report Form procedure;
- The Bursar and Line manager are kept informed of any concerns regarding Health & Safety and safe working practices.
- To maintain a log of portable electrical equipment, including the labelling with identification number and to undertake visual checks in accordance with the Electricity at Work Act.

Additional duties and responsibilities

- To participate in the provision of out of hours emergency cover as necessary and the Duty Rota managed by the Maintenance Team Supervisor;
- Be prepared to attend training as necessary ensuring all legislative training is kept up to date;
- To carry out any such task as shall be deemed necessary to the smooth running of the School.
- To carry out the duties and responsibilities of the post in compliance with the School's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by the Principal, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.