

Magdalen College School

*We are committed to the protection and safety of our students
and expect all staff to share this commitment.*

JOB DESCRIPTION

Salary Grade G

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| Post Title | Product Design and Maintenance Technician |
| Jobholder | |
| Reporting to | Head of Art/Design Technology and Premises Manager |
| Specific responsibilities of the post | <p>To work with and support the Premises manager, teaching staff and site staff to ensure the school environment is safe, secure, clean and fit for purpose.</p> <p>Carry out repairs and improvements to the fabric, fixtures and fittings of the school where it is appropriate to do so and within skill level as directed by the Premises Manager. These repairs include work such as building construction (external refurbishment and internal redesign as required), plumbing, plastering and decoration.</p> <p>To support the Premises Manager in managing building projects, general maintenance and repairs, liaising with contractors, overseeing quality of work, resolving queries.</p> <p>To prepare materials for lesson, as required by teaching staff and support the delivery of practical lesson as required</p> <p>To order equipment and materials as required</p> <p>To undertake a rolling maintenance programme on all machinery ensuring equipment is in good working order and is safe to use by staff and students.</p> <p>To assist in maintaining a safe environment adhering to Health and Safety procedures and legislation, safeguarding procedures and security of the premises.</p> <p>To ensure the asbestos log is kept up to date and is made available for inspection by all contractors and appropriate persons.</p> <p>Ensure that all Health and Safety issues relating to premises are resolved within timescales appropriate to the level of risk, reporting any concerns to the Premises Manager at the earliest opportunity.</p> <p>To administer first aid when required</p> <p>To support and advise students and staff in practical lesson deliver as required</p> <p>Assist with general maintenance check lists and other processes as requested.</p> <p>To maintain own professional development and to keep a working knowledge of changes in legislation including Health and safety and first aid.</p> |

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| | <p>To assist the site team by undertaking caretaking duties as necessary including security duties, portage, minibus driving and evening / weekend working as required</p> <p>To undertake suitable training including MIDAS</p> <p>To undertake administrative/clerical duties connected with the post as and when required.</p> <p>To use equipment and machinery as directed and to ensure that such equipment is satisfactorily maintained, reporting any defects to the Premises Manager.</p> |
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| Responsibilities as a member of staff | <ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is always given priority 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise To ensure an appropriate individual response to whole school priorities 3. To engage actively in the Performance Management Review Process 4. To implement all school policies 5. To attend all meetings as directed 6. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately. 7. |
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| Personal Qualities; the postholder is expected to be: | <ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Committed to teamwork within all aspects of the school 4. Proactive in terms of furthering their knowledge and skills 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community. |
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This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

SignedJobholder

.....Line Manager

.....Date