

Magdalen College Academy

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

JOB DESCRIPTION

Salary Grade G

Plus, out of hours allowance

Post Title	Multi-skilled Maintenance Operative
Jobholder	
Reporting to	Premises Manager
Specific responsibilities of the post	<ul style="list-style-type: none"> • To work with the Premises Manager and other site colleagues to ensure the school is a safe, secure, clean, and fit for purpose site continuously. • 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. Repairs include but are not limited to building construction (external refurbishment and internal redesign as required), plumbing, electrical, joinery, plastering and decoration. • To support the Premises Manager in managing building projects, general maintenance and repairs, liaising with contractors, overseeing quality of work and resolving queries. • To assist in maintaining a safe environment adhering to Health and Safety procedures and legislation, safeguarding procedures and security of the premises at all times. • To undertake a rolling maintenance programme on all machinery used through the academy to ensure the equipment is in good working order and safe to use. • To ensure the asbestos log is kept up to date and is made available for inspection by all contractors and appropriate persons. • 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. • Assist with general maintenance check lists and other processes as requested. • To assist the site team by undertaking caretaking duties as necessary including security duties, portorage, minibus driving and evening / weekend working as required for internal events and external lettings. • To undertake suitable training including MIDAS • To undertake administrative/clerical duties connected with the post as and when required to ensure a safe system of work is in place.
	<p>Other</p> <ul style="list-style-type: none"> • Undertake suitable training as required . • To provide relevant health and safety and equipment training for other staff as necessary such as Evac training on a rolling programme. • To be prepared to respond to out of hours emergencies as necessary to support the continued security and functioning of the school. • Such other duties as may be reasonably required by the School Governors, Headteacher, Business Manager and Facilities Manager.
Responsibilities as a member of staff	<ul style="list-style-type: none"> • To ensure that the safety and welfare of all students is given priority at all times • To support the ethos of the school at all times and demonstrate high staff standards of personal and professional conduct whilst at work and otherwise • To ensure an appropriate individual response to whole school priorities • To engage actively in the Performance Management Review Process • To implement all school policies

Magdalen College Academy

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

	<ul style="list-style-type: none">• To attend all meetings as directed• To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this appropriately.
Personal Qualities the postholder is expected to be	<ul style="list-style-type: none">• Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School• Committed to ensuring the safety and welfare of all students at all times• Committed to teamwork within all aspects of the school• Proactive in terms of furthering their knowledge and skills• Punctual for all commitments• Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
<p>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.</p>	

Magdalen College Academy

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

Personal Specification – Maintenance Assistant (Multi Skilled)

Area	Essential	Desirable
Good literacy and numeracy	√	
Ability to use relevant IT equipment or willingness to learn		√
Proven practical experience of working in a building, electrical or general maintenance role	√	
Industry recognised qualification in relevant trade	√	
Ability to use tools and machinery associated with the role safely and appropriately and supervise others to ensure same.	√	
Experience in basic maintenance skills including carpentry, plumbing, painting, decorating and electrical work	√	
Experience of overseeing large contracts, involvement in technical specifications, monitoring budgets, quality, programme issues,	√	
Experience of working with facilities contractors	√	
Experience of manual handling and ability to safely lift heavy loads e.g. moving furniture, lifting equipment	√	
Experience of "Working at Height"	√	
Experience of adhering to health and safety legislation, policies and procedures	√	
Awareness of the main requirements of health and safety legislation, building regulations, risk assessments and good practice relevant to the duties of the post	√	
Experience of working in a school, local authority, public sector or similar environment		√
Have knowledge of the principle of COSHH		√
Good organisational skills and ability to work unsupervised, complete tasks competently and to deadlines	√	
Ability to work safely	√	
Able to work under own initiative	√	
Demonstrate working effectively as part of a team, maintaining good relations with colleagues and others	√	
Flexible attitude to duties and working hours when necessary in order to fulfil the requirements of the role and the needs of the school	√	
Ability to stay calm under pressure	√	
Personable and approachable with good interpersonal and communication skills	√	
Reliable	√	
Demonstrate a positive attitude to the work and support the ethos of the school	√	
Demonstrate an understanding and commitment of the school's ethos and required code of conduct and behaviour	√	
Willingness to learn new skills and be able to undertake training and development where required	√	
MIDAS certificate or willingness to learn		√
Full driving licence	√	