

Job Description & Person Specification

Job Title:	Multi Skilled trades person
Department:	Maintenance
Location:	Mount St Mary's College, Spinkhill
Hours of Work:	40 hours per week
Responsible to:	Maintenance Supervisor

Main Purpose of this post:

You will work as part of the Maintenance department providing a full maintenance service to the School's premises, rented properties and grounds; ensuring safe, attractive and secure sites. As well as the maintenance elements of the role you will be responsible for completing routine quality and safety checks.

Main duties and responsibilities

The post holder will be expected to;

- Undertaking reactive maintenance and programmed improvement works all to a high standard.
- Conduct testing on legionella, emergency lighting and other essential equipment checks.
- Ensure compliance is met at all times.
- Assist with the monitoring and management of stock and supplies within the department.
- Share best practice and skills with the team

Working as part of the Maintenance team the post holder will be expected to:

- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches, assist with regular security checks.
- Operate fire and security alarm systems where appropriate
- Be responsible for the maintenance of equipment, premises and grounds, complete quality and safety checks, under take repairs and or any necessary modifications (where qualified to do so).
- Be responsible for identifying, reporting and making safe other damage to equipment, premises or grounds and or faults.
- Always demonstrate the safe and effective use of specialist equipment and/or materials
- Work as part of a team to create and maintain a purposeful, orderly and productive working environment.

- When requested, undertake emergency duties.
- Undertake activities to maintain a safe and clean external environment e.g. gritting the paths during cold weather.
- Undertake general decoration, painting, plumbing and joinery.
- Will require the use of power tools and experience of maintaining them.

Management of resources:

- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

Training & Development:

With your line manager you must help to identify your own training and development needs and co-operate with means to address these, for example by:

- Keeping up to date with the requirements of the role, willingness to gain knowledge of health and safety procedures and precautions, COSHH regulations, health and hygiene procedures remove
- Ensuring attendance at appropriate training meetings, etc and keeping up to date with the latest procedures, regulations and awareness of relevant legislation for a particular subject/technical area.

Health & Safety

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations to your line manager and in accordance with School policy.
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety and welfare.
- Following any training you receive when using any work item provided.

All School staff are expected to:

- Work towards and support the School's vision and the current objectives
- Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- Value, promote and advance equality and diversity
- Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process

- Undertake other reasonable duties commensurate within the grade as required from time to time

The above duties are not intended to be exhaustive and you may be required to carry out other duties commensurate with the post which do not change the character or purpose of the post and are necessary to meet the needs of the School and maintain high standards of business practice.

Mount St Mary's College / Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

PERSON SPECIFICATION

Trades person	Ess	Des	MOA
EDUCATION & TRAINING			
English and Maths GCSE at A- C or equivalent		*	
Qualified trades person (joinery, plumbing or electrical) to a minimum of NVQ Level two or equivalent.	*		
First Aid qualification		*	
Trained in pool testing		*	
Trained to test for Legionella		*	
EXPERINCE			
5 years' experience of your relevant trade after training		*	
Worked as a multi skilled trades person	*		
Legionella, emergency lighting and other essential equipment checks, although full training will be provided.		*	
Experience of working in a school		*	
Have experience of working in a fast paced facilities environment	*		
KNOWLEDGE & SKILLS			
Able to demonstrate a good understanding of Health and Safety	*		
Have working knowledge of relevant policies and codes of practice/legislation linked to the duties you will perform, (this may include, COSHH, Asbestos regs)		*	
Be practical, with awareness of various trades	*		
IT Skills – to be able to use Email, Word, Excel		*	
PERSONAL ATTRIBUTES			
Good customer service skills	*		
Strong problem solver	*		
Self-motivated and able to use own initiative	*		
Have the ability to work unsupervised	*		
Have the ability to manage time effectively	*		
Have willingness to show flexibility in support of the team	*		
Strong work ethic with can do attitude	*		
Team player	*		
Committed to safeguarding and promoting the welfare of children and young people.	*		
Acts as a professional and positive role model with behaviour consistent with the values of the School.	*		

Key: MOA = Method of Application; A = Application; I = Interview; Assessment = As; R = Reference; C = Cert

Our Values;

The Core purpose of our School is care not profit. Profit helps us achieve our charitable purposes.

The Golden Rules

We conduct ourselves with respect:

Respect for ourselves,
Respect for others, and
Respect for our environment.

We hold dear the Ignatian principles of compassion and care:

We always seek to understand the difficulties other may be facing.
We are sensitive to the needs of others, and
We try to help in any way we can.

We strive to the Magis:

In all things, at all times, we have high standards in all that we do, and
We push ourselves to be the very best we can be

– For the Greater Glory of God.

Prepared **March 2019**