

JOB DESCRIPTION

JOB TITLE:	Maintenance Operator (with a primary focus of Aldenham Prep School)
REPORTS TO:	Head of Estates
HOURS OF WORK:	40 hours per week Monday to Friday, 8am-5pm
SALARY:	Pay Band 3, Spine B, Point 0 (£23,902 per annum)

JOB PURPOSE: To be responsible for all matters relating to the satisfactory operation and maintenance of Aldenham Prep School buildings, grounds and equipment in order to ensure the highest quality school environment for staff, pupils, parents and visitors.

DUTIES:

1. To assist in maintaining all mechanical services and drainage within the school site, using your own manual trade skills as part of the Estates Team, supported as required by sub-contractors and outside agencies.
2. To prioritise and perform day-to-day maintenance tasks as requested by staff and managers through the School's communication systems and duty mobile telephone.
3. Basic maintenance of outdoor areas inclusive of lawn mowing, weeding flower beds, tidying of play areas and cleaning of outside windows.
4. To inspect and carry out repairs to building fabric, joinery, furniture, decorations, fire alarm systems and firefighting equipment, plumbing and electrical services.
5. To assist in identifying and isolating services for external contractors to maintain or upgrade services or facilitate extension of the Site with the minimum of impact to the School's day-to-day requirements.
6. To assist in the planning and programming of planned preventative maintenance of equipment, plant, pumps and ventilation, to ensure continuity of service to the School and their licensees in domestic property.
7. To maintain appropriate, accurate and up to date records of work undertaken and materials used.
8. To monitor and report any Health & Safety issues identified during visits to boarding houses, classrooms or any other school building and ensure relevant action is taken.

9. Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.
10. Drive the School's vehicles in pursuance of your duties, as requested and as authorised.
11. To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Maintenance Team, school personnel and school customers, etc.
12. To provide support with regards to Car parking which will involve
 - maintaining the smooth operation of all the school's car parking areas and entrances, including the road outside the school.
 - Ensuring staff, parents and visitors cars are parked in the designated areas and do not cause obstruction.
13. Any other reasonable duties as may be required from time to time.

PERSON SPECIFICATION:

1. Relevant qualifications to the role.
2. Good communication skills.
3. Knowledge of DIY repairs and maintenance.
4. Awareness of Control of Substances Hazardous to Health.
5. Working knowledge of Health and Safety at work.
6. Manual Handling.
7. Good record of attendance and punctuality.
8. Ability to work without direct supervision and own initiative and prioritise own workload.
9. Flexibility.
10. Team player.
11. Full driving licence.

The School is committed to safeguarding, promoting British values, promoting the welfare of children and young people and the prevention of extremism and radicalization.

The successful applicant will have to consent to two references being taken and a Disclosure and Barring and references checks.