



ST LAWRENCE  
COLLEGE

**Job Description – Maintenance Team Member**

**REPORTING**

**Reports to:** Facilities Coordinator

**Responsible to:** Facilities Manager

**Key relationships:** Bursary staff, House Masters/Mistresses and all teaching staff.

**PURPOSE OF ROLE**

As part of the Maintenance team to ensure that the College buildings are kept in good repair through the carrying out of planned and reactive maintenance jobs.

The school has a wide variety of maintenance requirements with every member of the team expected to turn their hand to any maintenance, Caretaking or compliancy tasks required or as directed.

To assist other trade staff in carrying out a wide range of general tasks associated with the upkeep and maintenance of College premises as directed by the Facilities Coordinator.

**KEY ROLES & RESPONSIBILITIES**

You will be required to both carry out and assist staff with the following duties:

- Performing general maintenance duties - repairing leaks to bathrooms, installing shelves, repairing doors, installing locks, tiling, changing light bulbs, pool checks, unblocking toilets / drains / gutters, painting, general carpentry repairs.
- Undertake compliancy testing and routine checks such as emergency lights, fire extinguisher checks, external drains and gutters
- Moving of furniture, boxes and related equipment
- Cover for Caretaking duties as required
- Setting up and breaking down meeting and conference rooms
- Internal and external deliveries
- Supervising contractors
- Maintaining a clean working environment
- Rubbish and recycling removal
- Sweeping, mopping, some emergency cleaning and other related duties
- Providing excellent customer service
- Provides hands on assistance where necessary

**Health and Safety**

All staff are expected to co-operate with the College's Health and Safety procedures and to take a proactive approach towards health and safety including wearing personal protective equipment where required.

### **MINIMUM OPERATING STANDARDS:**

- Team members are to be presentable to the public at all times and are to wear Corporate Clothing as provided by the College
- All staff will be properly inducted, trained for the job that they do and developed fully to meet changing requirements. Written records of these matters are to be kept on each staff member's file.
- All staff are to have a valid and current full driving licence.

### **SECURITY:**

In terms of security, staff are responsible for:

- Ensuring the security of all the areas being worked in across the College environment.
- Reporting suspicious circumstances to the Facilities Coordinator and or the Facilities Manager.
- Maintaining a high level of general security awareness.

### **TRAINING:**

- Staff may, from time to time, be required to undergo training relevant to the responsibilities above or related functions. Such training may be residential. The cost of this training and reasonable expenses (which must be approved in advance by the Bursar and fully supported by vouchers) will be borne by the College.

### **SKILLS AND ABILITIES:**

- A general knowledge of building trades is required and able to work to a high standard and take pride in the quality of work is essential.
- NVQ Level 2 in Building Maintenance preferred or evidence of proven relevant experience.
- Previous skills, qualifications or experience in plumbing advantageous
- The post holder should be sympathetic to the educational, as well as the practical, requirements of the college and be able to work to, often tight, deadlines under sometimes demanding conditions to enable these to be maintained.
- It should be understood that work will often be required to be undertaken in occupied buildings requiring all necessary precautions to be taken.
- Some computer skills required in word, excel and outlook.

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In addition:

- Good communication skills
- Attention to detail
- Able to work as a team member and on own initiative
- Flexible to deal with changing priorities
- Enthusiastic approach to customer service
- Present a professional approach at all times

### **REMUNERATION, BENEFITS & TERMS**

- **Salary** Dependent on experience and expertise. This is a 12<sup>th</sup> month contract and will be review at the end of the contracted period.
- **Hours of work** Working 5 days out of 7, this is a full time role (52 weeks). Specific hours of work will be discussed at interview and will include weekend and evening work.
- **Holiday entitlement** Pro rata based on 20 working days per year plus Bank Holidays.
- **Pension** Baseline Scheme, with option to join the College's Stakeholder Pension Scheme on a contributory basis.
- **Evening and Weekend Work** The requirements of this role will necessitate evening and weekend work and provide cover for the Caretakers role as necessary, to be compensated with time off in lieu, or paid as agreed with the Facilities Manager.

### **WORKING FOR ST LAWRENCE COLLEGE**

You will be required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report child protection concerns to the College's Designated member of staff.
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.
- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety, and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the College Non-teaching Staff Handbook.

### **REVIEW**

This job description will be reviewed at the end of the Probationary period and annually thereafter.