



# Maintenance Officer

## Job Description and Person Specification

### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

**Post title:** Maintenance Officer

**Hours of work:** Full Time

**Remuneration:** Commensurate with experience

**Responsible to:** Maintenance Manager

**Start Date:** August 2024

**Purpose of the Role:**

The role will require you to carry out general repairs and maintenance and to use initiative, work under pressure and be flexible with problem solving. You will need to have good practical skills, be physically fit and have high energy levels. Liaising closely with the Estate Manager and Headteacher on health and safety within the school, ensuring that the school is complying with current health and safety, fire and risk assessment legislation and is in good repair.

**Main Responsibilities:**

- Key Holder
- Ensure security and safety of the school site and grounds during working hours
- Observe legislation regarding Health & Safety Regulations, Fire and Risk Assessment legislation and work alongside the Health & Safety Officer
- Maintenance of all ground working equipment, tools, ladders, tractors, mowers, etc.
- Day to day maintenance of the School, Sports Hall, outbuildings and grounds including but not limited to checks as follows:  
Weekly Checks: Fire alarm, water temperatures, fire exits  
Termly Checks: Buildings fabric, roofs, paths, gutters, CCTV and alarms maintenance  
Annual Checks: Gas safety, electrical PAT testing, tree survey, kitchen extractor hood clean, fire extinguishers, intruder alarm, fire alarm service, water purity
- Managing requests for maintenance/repairs
- Managing on-site Contractors and ensuring that they are competent and compliant
- Monitoring of cleaners and ensuring their work is satisfactory
- Ensure the customers and students are treated with politeness and courtesy and be a good ambassador for the school at all times

- To undertake any training as maybe required

**This list is not intended to be exhaustive, and you may be required to undertake other reasonable duties as Beechwood School requires from time to time.**

### Person Specification

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full Driving License</li> <li>• Be willing to undergo an Enhanced DBS Check</li> </ul>	<ul style="list-style-type: none"> <li>• D1</li> </ul>	Production of the applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Have basic knowledge of carpentry, electrical and/or plumbing</li> <li>• Been driving for at least 2 years.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in passenger carrying vehicles</li> </ul>	CV Interview Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Excellent verbal communicator</li> <li>• Build successful and appropriate relationships with pupils, staff, parents, and the wider community</li> <li>• Confidence, commitment, and integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified in a practical skill such as electricity, carpentry, gas etc</li> </ul>	CV Interview Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• Willing to undertake the training required to be successful in this role in an independent school</li> <li>• Be responsible for the opening/closing of the School/site</li> <li>• Confident and capable of working both alone and as part of a team</li> <li>• Be flexible to work when required with reasonable notice which may include Open Days</li> <li>• Good communicator with both adults and students</li> </ul>		Contents of the Application Form Interview Professional references

	<ul style="list-style-type: none"><li>• Receive deliveries and ensure that they are processed quickly</li><li>• Ensure the School is clean and well presented at all times and in particular in advance of Open Days, etc</li><li>• Ability to adapt to change in situations</li><li>• Professional and efficient</li><li>• Honest, reliable and hard working</li><li>• Able to work effectively and on own initiative, in a team.</li></ul>		
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