

Maintenance Plumber

Job Description



WYCOMBE
ABBEY

Aim:	Work as a member of the in-house Maintenance Team, with primary responsibility for mechanical systems and services, to maintain, upkeep, repair and improve the School's academic and residential properties, conforming to the highest standards.
Reports to:	The Facilities Manager.
Salary:	Dependent upon skills and experience but not expected to be less than £35k per annum.
Hours of work:	<p>The post holder is required to work 37.5 hours per week as part of a shift system, with hours to be agreed with the Facilities Manager on a rota system.</p> <p>A one-hour unpaid lunch break is included in each shift.</p> <p>The post holder may be required to respond to emergencies or assist with School operations out of normal School hours which may include evenings, weekends, bank holidays and holiday periods. These will either be paid as overtime or accrued as time off in lieu.</p>

Areas of Responsibility:

- Undertake the installation, repair, servicing, maintenance, testing and monitoring of the plumbing, heating and gas systems, pipes and fixtures not limited to water distribution, waste systems, domestic central heating system/boilers/radiators/hot water cylinders and controls.
- Maintain appropriate records, drawings and specifications to determine/record the layout, installation and nature of systems including water supply networks, waste drainage systems as well as gas supplies, heating pipework and all or any equipment used on these systems.
- Maintain an asset register of all high-value boilers, pumps, exchange plates and other mechanical plant systems to enable the School to best plan for future maintenance requirements.
- In conjunction with the Facilities Manager, plan, install, maintain and service these systems, fixtures, equipment and controls.
- Assist the Facilities Manager and the wider team with installation, planned preventative maintenance and reactive maintenance.
- Work in conjunction with other trade personnel and other team members to ensure that all specification, legislation and policies are met to ensure efficient completion of projects that meet all legislation, standards, codes of practice and health and safety requirements.
- Collaborate and coordinate with colleagues, maintenance team as required to facilitate the smooth operation of the school.
- Select all materials needed for installation and maintenance including type and size of pipes.

- Manage plant rooms, stores and workshop facilities in a professional and efficient manner.
- When required, supervise and monitor the works of temporary support staff and/or contractors on behalf of the Facilities Manager and bring to their attention any concerns over safety, quality of work, materials or scheduling.
- Participate in staff meetings and staff appraisal procedures as required by the Facilities Manager.
- Carry out any other reasonable duties required by the Estates Manager or Facilities Managers within the scope, spirit and purpose of the role.
- Update, renew, or upgrade plumbing and gas safe qualifications as required.
- Carry out any other training that is a requirement for safe working practices.

Health & Safety

- Comply with all Health & Safety guidelines.

General

- Any other duties required to help with the smooth running of the School.
- An Estates uniform will be supplied which the post holder is required to wear as part of the job.

Person specification:

Specialist Knowledge and Experience

- The post holder is expected to demonstrate competency and hold a formal plumbing qualification
- Be Gas Safe Registered and hold all relevant current gas certificates.
- A full current driving license is essential.
- Experience suited to working in a school and residential environment is desirable.
- Some IT skills, including email, maintaining spreadsheets and maintenance or projects lists in Word or other Microsoft programmes. Experience of computerised maintenance systems would be preferred.
- Other site skills will be an advantage as the post holder must be able to provide support to staff over a variety of building defect related issues.

Attention to Detail

- Ability to work accurately with an eye for safety, detail and quality.

Team working

- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions with a good attention to detail. A "starter/finisher", proactive in seeking solutions to enable conclusion of tasks.

Communication

- Experience of communicating helpfully and effectively with customers and supervisors both verbally and in writing, adapting style to suit the audience. Ability to maintain confidentiality.

Customer focus

- Ability to build rapport easily, putting the customer first and to work hard to meet their needs. Wycombe Abbey is one of the country's top schools and this ethos towards excellence is reflected in all areas of school life and support.

Organisation & Resilience

- Ability to remain calm under pressure, organise time effectively, prioritising workload and meeting deadlines.

Flexibility

- Ability to adapt to changing demands and conditions with the clear understanding that the Boarding School environment is a round the clock operation requiring a flexible working approach.
- Willingness to adapt and acquire new skills.

Special conditions

- Appointment is subject to an enhanced Disclosure & Barring check (formerly Criminal Records check).

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.