

Buildings Maintenance Operative

Job Description



WYCOMBE
ABBEY

Aim:	To carry out routine maintenance and repairs that are essential for the smooth running and presentation of the School. To participate in refurbishment projects to improve School facilities and to enhance the learning and working environment for pupils and staff.
Responsible to:	Facilities Manager
Hours of work:	The post holder is required to work 37.5 hours per week Monday to Friday, as part of a shift pattern (between the hours 06:30 and 18:00) to be agreed with the Facilities Manager on a rota system. A one-hour unpaid lunch break is included in each shift. Some weekend working and overtime may be required to support urgent defects and School events etc.
Holidays:	25 days per year plus bank holidays
Other benefits:	Lunch is provided during term time. Use of the Davies Sports Centre at specified times.

Key Areas of Responsibility

Main Duties

- Under the supervision of the Facilities Manager, the post holder will primarily use their speciality, drawing on skills and experience of brickwork, plastering, carpentry and plumbing to carry out the installation, renovations and refurbishments of a variety of building projects, such as the installation of suspended ceilings and stud walls, kitchen and bathroom fitouts and the refurbishment of fire doors.
- Perform maintenance and repairs such as rehang doors, installing door furniture, repairing walls, brickwork and hardstandings. Installing shelves, painting and other finishes,
- Assist skilled trades in other work.
- Work as directed by the Facilities Manager and via the Estates Helpdesk system, to maintain the School property, internally and externally. Carry out general repairs and routine maintenance, including working at height, using hand and power tools, working independently and as part of a team, covering for other staff as necessary.
- With appropriate training and where required, operate MEWP, monitor and operate Plant equipment, Boilers, Pumps and Air Handling Units.
- Report all outstanding maintenance issues and Health & Safety concerns to the Facilities Manager and document on the Estates Helpdesk system. Maintain accurate and complete records of all maintenance work and compliance inspections.
- Maintain high standards of security across site, escorting and supervising contractors and visitors.

Presentation of Buildings and Facilities

- Inspect, monitor and maintain the School buildings and facilities regularly in order to ensure that the school estate is kept in a safe and presentable condition.
- Mend and repair damage to fixtures and fittings and refer maintenance tasks that require specialist attention to the Facilities Manager.
- Provide general support to specialist trades when necessary.
- Report any faults to the Facilities Manager which require the attention of the maintenance staff.

Reactive Maintenance

- Carry out reactive maintenance as directed. Including cleaning, painting and decorating; repairing and replacing fixtures and fittings, portaging of furniture and deliveries, minor plumbing works such as unblocking and clearing carpark and rainwater gullies, gutters and drainpipes, toilets and drains.
- Liaise with other members of the Maintenance Team, and external contractors as necessary to achieve timely and effective repairs.

Planned Preventative Maintenance (PPM)

- Carry out planned maintenance tasks as directed by the Facilities Manager, manufacturers' guidelines and industry best practice.
- Inspect and document, at agreed intervals, the condition and operation of general lighting, emergency lighting, ladders, steps and access equipment, legionella flushing and outlet water temperatures, fire and security alarms, fire routing and signage, extinguishers and the operation of self-closing fire doors and fire shutters.

Health & Safety

- Read and be familiar with the School Health and Safety Policy and Procedures and other relevant School policies.
- Ensure that all areas within the School buildings, their contents and surrounding areas do not contain or present any undue hazards.
- Report any discrepancies to the Facilities Manager.

School Events

- Support School events as directed by the Facilities Manager.
- Be prepared to respond to any unplanned eventuality.

Person Specification

Essential

- Full current driving licence.
- General skills and experience of, brickwork, plastering, carpentry and plumbing.
- Basic IT skills including email and Microsoft Office

Attention to Detail

- Ability to work to a high standard, with an eye for safety, detail and quality.

Teamworking

- 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. A “starter/finisher”, with a “can do” attitude and proactive in seeking solutions to enable conclusion of tasks.

Communication

- Experience of communicating helpfully and effectively with staff, colleagues and contractors, both verbally and in writing, adapting the style to suit the audience. Able to maintain confidentiality.

Customer Focus

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

Organisation and Resilience

- Ability to remain calm under pressure, organise time effectively, prioritise workload and meet deadlines.

Flexibility

- Ability to adapt to changing demands and conditions with the clear understanding that the boarding school environment is a 24-hour 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 CRB).
- Uniform work-wear and Personal Protective Equipment is provided and must be worn.

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.