BURGESS HILL GIRLS

JOB DESCRIPTION

Job Title: **General Maintenance Engineer**
Reports to: **Deputy Estates Manager**

JOB SUMMARY

The Maintenance Engineer is responsible for carrying out repairs and renewals across the School ensuring that the school is a safe environment for staff, pupils and the general public. Working closely with the wider Estates Team, this role also involves working on initiative, working productively individually & as a team and maintaining records of completed works. The role does involve flexibility and the ability to adapt to caretaking, security and porterage duties across the site.to ensure the delivery of a first-class service for the school.

PRINCIPAL ACCOUNTABILITIES

Building Maintenance:

- Carry out repairs and renewals to the structure and fabric of School buildings, including carpentry, plumbing, painting, plastering, fencing and general repairs.
- Assist with the maintenance and repair of building systems such as heating, ventilation, and air conditioning.
- Ensure compliance with building regulations and health and safety standards.
- To be part of a flexible resource, undertaking routine maintenance tasks (e.g. gutter clearing, window cleaning, lightbulb replacement) as requested in order to support the grounds team and help maintain high standards of facilities
- Maintain outdoor equipment and structures, such as fences, gates, and play areas.
- Build and assemble furniture
- Report any maintenance issues or potential hazards to line management
- To carry out all maintenance tasks as reasonably required by the Deputy Estates Manager.
- Highlight foreseeable maintenance issues to the Deputy Estates Manager.
- To provide supervision to external contractors as required.
- Equipment and machines: To be responsible for all allocated equipment, ensure that appropriate, well-maintained and properly serviced equipment is used at all times, to ensure the optimum life of the equipment, which in turn will help to ensure budgets are effectively managed and kept within the department budget.
- Administrative records: To complete all required records documentation

Caretaking and Porterage:

- Events set-up: To work alongside colleagues on allocated duties, following events' set-up and take-down and furniture/equipment moving procedures and standards (time and quality) to ensure that the pre and post events' services are delivered to meet these standards such that pupils and staff can enjoy high quality experience.
- Furniture and equipment moving: To move furniture, equipment and materials around the school site to meet the needs of the academic and Support staff to ensure that standards and timescales are met and that the School environment is safe, comfortable and fully functional ready for the use by staff and students.
- Security: To be part of the security service providing cover for and undertaking unlocking and lock-down during the staff absence in order to ensure the security of the extended site and provide a safe environment for visitors, staff and pupils.
- Recycling/ Waste management: To be part of the recycling/litter rota, reporting any untoward or inappropriate incidents, in order to ensure the maximum amount of cardboard and plastics etc is collected and prepared for recycling and that the site is clean of waste and presents an image of being well cared for and high standards of citizenship can be maintained.

Health and Safety:

- Ensure compliance with building regulations and health and safety standards.
- Adhere to health and safety regulations and procedures.
- Report any potential hazards or safety concerns to line management.
- Contribute to a safe working environment for all staff, students, and visitors.
- Health and Safety and COSHH: To ensure that all work is undertaken in full compliance with the school's H&S policies and procedures to ensure minimise risk of accident and injury to themselves and attendees at school functions and events.
- Ensure familiarity with the Fire Assembly layout and procedure. You will be required to become a member of the fire marshal team
- Attend relevant training sessions /courses and meetings as agreed.

JOB CONTEXT

The Job Holder works as part of a small Estates team, working Monday to Friday; however, there are occasional requests for weekend/ evening work to cover school events and hirers.

Flexibility is essential, as is the ability to work as part of a team or alone. Team members are required to support each other during busy periods and absences in order to provide a seamless maintenance service across the school and ensure that the highest priority tasks are dealt with whilst paying close attention to detail.

Full training is given on all equipment, use of emergency equipment, fire exits and fire assembly points.
Personal Protective Equipment and a uniform polo shirt/ trousers/ sweatshirt and coat is provided.

Working Hours:

37.5 hours per week Monday to Friday. There will be a need to work variable shift patterns with hours to suit the role requirements.
All year-round contract less holiday entitlement of 25 working days plus bank holidays.

This job description indicates the main duties and responsibilities of the role. It is not intended as a complete list and may be subject to review periodically.

Person Specification

Requirements	Essential	Desirable
Qualifications		Relevant maintenance/ construction/ services courses
Knowledge		Basic understanding of Health & Safety considerations Basic understanding of buildings and services, mechanical plant
Experience	Operation of tools, woodworking machines	Previous experience in a Maintenance/ construction role.
Skills and Aptitudes required	Good communication and interpersonal skills Strong Attention to Detail Able to work on own initiative Able to follow instruction	
Personal Qualities required	Flexible & Adaptable approach to work Teamwork Physically capable of performing duties Punctual and reliable	