



JOB DESCRIPTION

Job title: Trust Repair & Maintenance Technician (multi-skilled tradesperson)
Reports to: Premises Manager
Grade: NJC (Torbay) Grade G
Hours: 37 hours per week / 52 weeks per year
Location: The post holder will be expected to work across all of the Multi-Academy Trust sites in Devon, Torbay or Somerset but will be based at an ACE Space to be confirmed:

Main Purpose of Post

The core purpose of the role will be to ensure that our organisation is well maintained and compliant in health & safety and estates management.

You will be part of our essential Estates Team ensuring that our buildings are maintained to a high quality and kept in a safe working condition. The role covers a number of varied tasks where skills in carpentry, fixing locks, electrical, plumbing, drainage, painting and decorating are required.

You will be required to organise and carry out both planned and reactive maintenance across the Trust ensuring compliance with both regulatory and health and safety standards. The primary purpose of the Multi-Site Maintenance Technician is to maintain the properties to a high level to ensure the buildings are kept in optimum working condition.

Keep up to date with and understand relevant laws, regulations, monitor compliance in line with Trust policies and schemes of delegation

As part of this role you would be expected to work on a wide range of electrical/mechanical equipment and services across all areas within the Trust's estate.

In all cases compliance is required to Statutory and Regulatory requirements, which includes Legionella, Electrical Safety Policy, Asbestos and Permit to Work Policies and Procedures.

Main Duties and Responsibilities

You will be expected to provide an efficient maintenance service carrying out work of a wide ranging nature. This will be through the following areas:-

- *The Planned Preventative Maintenance (PPM) programme*
- *Breakdown and repair*
- *Possible alterations to services*
- *Skilled fault finding*
- *Testing and re-verification of services (subject to training)*
- *Possible installation of electrical systems, equipment and fixtures*
- *Report and upload documentation as required on the Every system*



As well as technical competencies other duties will include:

- Knowledge and understanding of Health & Safety polices & regulations
- Understanding COSHH regulations
- Identifying risks/hazards and mitigate/reduce them
- Monitoring and manage control of resources and stock levels
- Undertaking routine and cyclical work in accordance with the planned preventative maintenance
- Dealing with minor security/safety issues
- Reporting major items for repair to the Premises Manager
- Interacting with staff, visitors, pupils and parents in a friendly and professional manner
- Organising and overseeing contractors carrying out works on site
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage
- Ensuring that all external hard areas are free of slip and trip hazards including ice (gritting when needed) and leaves
- Diagnosing and repairing faults, carrying out planned preventative maintenance and testing in electrical & mechanical installations, plant and equipment
- Understanding schematic drawings and specifications
- Working from stepladders, scaffolding and other access equipment as required
- Making suggestions on any changes to procedures or working practices that would be more cost effective and / or increase efficiency
- Supporting the Operations team energy and water savings programme and be proactive in reducing utility and water costs

Expectations

- To maintain the Trust's values and ethos at all times
- To work at all times within the Code of Conduct and the Trust Safeguarding Policy
- As appropriate, to the post holder's duties must be carried out in compliance with the following:
 - Trust Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
- To work flexibly as required and to undertake any additional hours to meet the needs of the business
- To maintain confidentiality of the Trust's affairs
- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post
- Perform general administrative duties and undertake ad hoc projects as required
- Collaborate with central services and school colleagues across the Trust to further develop a culture of compliance.

Strategic Direction and Development of the School and the Trust:



- *Contribute to the Trust projects which aim to meet the aspirations of the Academy for Character and Excellence Vision Statement and The Trust Improvement Plan*
- *As a member of the Central Services Team, actively contribute to the development of the whole Trust*
- *Lead by example in helping to create a productive and professional Trust ethos*