

Job Description and Person Specification

Job title	Federation Maintenance Technician (Premises Manager Level 1)
Location	Across all Federation Schools: Aylsham High School, Bure Valley School, John of Gaunt Infant and Nursery School and John Bear's Nursery (or any other Federation Premises)
GR Number	GR 2032
Grade	Scale G plus allowance
Responsible to	Director of Business and Community Strategy/Premises Manager

Role and Context

Job Purpose

Under the direction of the premises manager and in accordance with the practices, policies and procedures of the federation, ensures all federation premises are developed and maintained, according to the federation development plan and to the day to day needs of the premises. To minimise spend on external contractors using own skills and to demonstrate safe and cost effective maintenance and development. This may include evenings and weekends on occasions.

Context

Job Family: Site Management and Maintenance

Other Job Information (e.g. any special factors or constraints)

- 37 hours per week all year round
- Hours to be worked flexibly across the week, dependant on need across the federation and by mutual agreement with the premises manager
- Holiday entitlement may be taken during term time with agreement of the premises manager

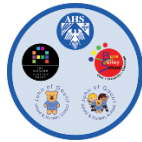
Principal Accountabilities

Accountability

1. Under the direction of the premises manager to co-ordinate and be responsible for the maintenance of all federation premises, both pro-actively and reactively.
2. To assess tasks outside the skill set of the site co-ordinators and undertake maintenance across the federation premises, using skills and experience wherever practical and possible to reduce the level of external contractor involvement.
3. To work with the premises manager and assistant premises manager to deliver projects within the premises development plan and other small and medium scale projects within the skill set of the post holder.
4. To supervise and offer guidance and support to the site coordinator team, delivering relevant training where possible.
5. To ensure existing furniture, including lockers are maintained and fit for purpose. To source and order new furniture and lockers when required.
6. To ensure a supply of keys are kept across the federation, ordered when necessary and these are kept securely.
7. To be responsible for the health and safety in all workshop areas and to ensure all tools and equipment are fit for purpose, audited and meet all relevant standards.



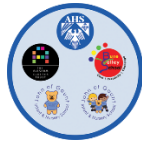
8. To be available to answer maintenance emergencies outside of regular working hours.
9. To work with external contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974
10. To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work Act 1974.
11. To work with the Aylsham Sports Hub management team to undertake maintenance of the swimming pool building fabric, including general fixtures and fittings.
12. To undertake appropriate holiday duties for other staff members of the premises management team if required.
13. To perform such other duties of a like nature as may from time to time be required by the premises management team/Director of Business and Community Strategy/Executive Headteacher or Headteachers.
14. To undertake relevant training as and when required.



Person specification	
Qualifications	
Essential	Desirable
	NVQ level 3 or higher in either carpentry or construction
Experience	
Essential	Desirable
<p>Able to demonstrate and evidence extensive property maintenance skills to include both carpentry and general handyman skills</p> <p>Working at supervisor or manager level or equivalent experience</p>	<p>Locksmith/plumbing/ building and or electrical skills</p> <p>Working in a school environment</p>
Skills/knowledge	
Essential	Desirable
<p>Good communication skills</p> <p>Ability to work in a team</p> <p>Able to organise own workload, using own initiative in the context of varied tasks</p> <p>Ability to work calmly under pressure and to prioritise</p> <p>Flexible approach to work</p> <p>Ability to promote a positive ethos and be a positive role model</p> <p>Understanding of Health and Safety at Work legislation</p>	<p>Good IT skills</p>

The information in this job description is accurate and reflects the requirement of the role:

Senior Leadership: Joanna Tuttle
 Position: Director of Business and Community Strategy
 Date: September 22



General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

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.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

Self-help - we help people to help themselves

Self-responsibility - we take responsibility for, and answer to our actions

Democracy - we give our members a say in the way we run our organisation

Equality - we are genuinely inclusive and pursue success for everyone

Equity - we carry out our work in a way that is fair and unbiased

Solidarity - we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness - nobody's perfect, and we won't hide it when we're not

Honesty - we are honest about what we do and the way we do it

Social responsibility - we encourage people to take responsibility for their own community, and work together to improve it

Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups