

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



# School Maintenance Operative Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# About the Role

This job is based at Brannel School | Rectory Rd, St Stephen, Saint Austell PL26 7RN.



- ❖ *Do you have solid DIY skills and a sound understanding of health and safety regulations?*
- ❖ *Do you have excellent time management and a strong ability to work both independently and as part of a team?*
- ❖ *Are you looking for flexible hours and a dynamic, supportive workplace situated in the heart of rural Cornwall, approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast?*

## **About the Job**

- £12.50 per hour
- Permanent, Part Time (25 hours per week)
- Monday to Friday 25hrs per week (flexible start/finish)
- Uniform provided
- Training provided

The purpose of the job is to ensure that school facilities are maintained to a high standard, providing a pleasant and safe environment for students and staff. This involves prioritising and carrying out a broad range of general building and grounds repairs and maintenance tasks. It is noted that major repairs or specialist items will be undertaken by specialist contractors.

## **About You**

Our ideal candidate for this job will have evidence of success in completing general building repair and maintenance tasks (e.g. relevant trade qualification) and knowledge of the requirements of health and safety legislation relevant to the job. This is a fairly physical role which requires a flexible approach and can-do attitude.

As this is a customer facing role, it is important that you bring your helpful and friendly attitude. You will work as part of a team, so your strong communication skills will be key. We want you to bring willingness to learn, as we provide a wide range of training and will support you every step of the way.

## About Us

Brannel School offers 850 places to students aged 11-16. We are situated in the heart of rural Cornwall, approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.

Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. Our school values are Excellence, Creativity and Community. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

For our staff, we are a workplace where everyone is respected and feels that their ideas count. We take care of the quality of life of our people, and we are committed to improving the quality of life, health and wellbeing for our employees.

## We will offer you:

- An energising and rewarding working environment where no two days are the same.
- A great team environment, working with supportive colleagues who are committed professionals willing to go the extra mile so that our students can achieve the very best results.
- A broad range of opportunities for training and professional development e.g. relevant health and safety training, first aid at work, property maintenance operative qualification.
- A spectacular location within 30 mins drive of Cornwall's beautiful north and south coasts.

## Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

## Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



# Job Description

<b>Job title:</b>	School Maintenance Operative
<b>Job purpose:</b>	To carry out reactive repairs and maintenance tasks and DIY duties, as qualified.
<b>Reporting to:</b>	Premises Manager.
<b>Supervision:</b>	The job holder will work largely on his/her initiative subject to the general and specific direction of the Premises Manager and will directly monitor the standard of cleaning carried out by the cleaning team.
<b>Salary grade:</b>	£12.50 per hour (salary scale G6)
<b>Working Hours:</b>	25 hours per week (flexible start/finish times)
<b>Paid Weeks:</b>	52 paid weeks (includes 25 days paid holiday plus Bank Holidays)

## Main Duties

- ❖ Assist with the maintenance of the premises, machinery and plant equipment.
- ❖ Carry out general maintenance duties which include: replacement of tap washers and ball valves, replacing damaged ceiling tiles in classrooms, repair of door and window furniture, fitting of coat hooks, shelves and display boards, re-hanging of doors; carry out repairs to chairs and tables etc.
- ❖ Maintain and repair glazing, maintain and repair vinyl and ceramic floor and wall tiling, minor plastering e.g. patching walls.
- ❖ Carry out grounds maintenance tasks which include: treating pathways, steps etc. with salt, sand and grit, painting and decorating as required, undertaking spring-cleaning including some high level cleaning.
- ❖ Ensure equipment is used safely, with instructions and health and safety procedures being followed at all times.
- ❖ Maintain live data with regard to statutory servicing, testing and maintenance (on software provided).
- ❖ Make regular checks that all fixtures and fittings, electrical sockets and electrical appliances, firefighting equipment and fire alarm call points are in working order and report any malfunction to the Premises Manager.
- ❖ Work outdoors for a considerable proportion of the working week in all weathers.

## **Training**

The job holder is required to complete a range of basic training, from health and safety through to more specialist areas relating to plant and buildings management, as appropriate. Health and Safety training will typically include the following:

- ❖ Fire safety. This includes the management of contracts for maintaining fire-fighting equipment, installations such as sprinkler systems and fire alarms and detection systems.
- ❖ Manual handling. This includes the safe lifting and the use of wheelbarrows and sack-barrows etc.
- ❖ COSHH. This includes the safe handling of hazardous chemicals and substances (including dust), occupational exposure limits, and surveillance.
- ❖ Health and safety risk assessments.
- ❖ Electrical safety. This includes the use and maintenance of plant and electrical installations, and the use and safety of portable electrical equipment.
- ❖ Working at height. This includes safe maintenance, use and checking of ladders and equipment for working at height, safe procedures and risk assessment, and work around flat roofs and skylights.
- ❖ Asbestos. This includes the duty to manage asbestos, the safe management of asbestos in school buildings, and working with contractors.
- ❖ First Aid training.

## **General responsibilities applicable to all CELT staff**

- ❖ Be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ Be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ Promote Equality and Diversity in all aspects of work.
- ❖ Co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ Work effectively with other members of staff to meet the needs of all students.
- ❖ Attend staff meetings and Trust-based INSET as required.
- ❖ Be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ Maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

## **CELT Special Conditions of Employment**

- ❖ Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- ❖ The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.
- ❖ All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

### **Note**

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

# Person Specification

	Essential	Desirable	Assessed
Education and Training	<ul style="list-style-type: none"> <li>• City &amp; Guilds/NVQ2 or higher (or equivalent qualification) in a relevant trade skill – or demonstrable experience relevant to the position.</li> <li>• Education qualifications to at least Level 2 i.e. GCSE grades 4-9/ GCSE grades A*-C/ O level grades A-C/ intermediate apprenticeship / Level 2 awards, diplomas and certificates.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant trade qualification e.g. carpentry, plumbing, electrical.</li> <li>• Relevant training in a work setting e.g. COSHH, IOSH, NEBOSH or similar H&amp;S.</li> </ul>	Application Form/ Certificates
Experience, Knowledge and Skills	<ul style="list-style-type: none"> <li>• Evidence of success in completing basic maintenance and repair tasks of a general building and maintenance nature.</li> <li>• Understanding of the safe use of associated hand and power tools and maintenance equipment.</li> <li>• Good knowledge of Workplace Health and Safety.</li> <li>• Good organisational skills. Ability to prioritise and manage workload efficiently and independently.</li> <li>• Good literacy, numeracy and communication skills.</li> <li>• Good administrative skills. Ability to maintain accurate records and produce straightforward reports.</li> <li>• Sound IT skills including proficiency in using Microsoft Office products.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in school or similar environment e.g. public sector.</li> <li>• Experience of building industry work.</li> <li>• Knowledge of guidance and requirements around safeguarding children. (Training will be provided.)</li> </ul>	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> <li>• A willingness to assist in non-skilled tasks and general labouring duties.</li> <li>• Flexibility and team working are essential attributes. Ability to build effective and professional working relationships.</li> <li>• A high level of patience and empathy with children and young people.</li> <li>• Sensitivity to the needs of a wide range of users of the school.</li> <li>• The ability to remain calm in stressful situations.</li> <li>• An enthusiasm for continuous improvement of self and the role. Willingness to train.</li> </ul>		Application Form/ Interview
Additional requirements	<ul style="list-style-type: none"> <li>• Able to perform the physical requirements of the job – e.g. lifting and moving heavy items, working at height, working outdoors.</li> <li>• Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School.</li> <li>• Commitment to safeguarding, wellbeing and equality.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to undertake some driving in role (car, van, minibus).</li> </ul>	Application Form/ Interview