

BRADFIELD COLLEGE
JOB DESCRIPTION

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Employees must be willing to undergo an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers. These checks are repeated each three years of your employment.

You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's Health & Safety Manager.

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

JOB TITLE: Maintenance Labourer

REPORTS TO: Reactive Maintenance Manager

DEPARTMENT: Maintenance

DATE: January 2019

PRINCIPAL ACCOUNTABILITIES:

To undertake general building work, maintenance repairs and checks to the buildings within the College as instructed by the Reactive Maintenance Manager, and at all times carrying out the duties and responsibilities of the post in compliance with the College's Health and Safety procedures.

- Perform general maintenance duties
- Maintain building interiors and exteriors
- Participate in construction projects
- To carry out any other reasonable duties within the overall function of the job.
- Support other Estates and College operations

SKILLS:

- Effective verbal and listening communications skills
- Experienced and comfortable working at height
- Being focused and self-motivated
- Good team participation
- Interacting with people and working cohesively with them
- Physically capable of moving equipment

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- Ability to operate required equipment in a safe and responsible manner
- Good time management

EXPERIENCE:

- Experience of general labouring duties within construction or maintenance
- Some knowledge of modern and traditional construction methods and building maintenance
- An understanding of current Health and safety legislation

PERSON SPECIFICATION:

- A hard-working, honest, dependable, self-motivated person
- Demonstrates sound work ethics
- Deals with the staff and pupils in a positive, courteous and respectful manner
- The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the line manager are adhered to
- To be able to respond quickly, efficiently and safely in emergency situations
- The post holder will be required to be part of the Saturday overtime rota
- The post holder will have a clean driving licence with trailer entitlement