

BRADFIELD COLLEGE
JOB DESCRIPTION

JOB TITLE: Maintenance Operative **REPORTS TO:** Reactive Maintenance Manager

DEPARTMENT: Maintenance **DATE:** January 2022

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

The Maintenance team are expected to work flexibly, covering for other members of the team in their absence and undertaking reasonable duties as directed.

JOB PURPOSE:

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.

PRINCIPAL ACCOUNTABILITIES:

- To work within a collaborative team to perform general maintenance duties to support the maintenance, upkeep and development of the Colleges buildings and Estate. The main duties of this
 - Maintain building interiors and exteriors
 - Participation in minor refurbishment projects
 - Groundwork and fencing repairs and installations
 - Roof repairs
- To carry out any other reasonable duties within the overall function of the role
- Support other Estates and College operations

SKILLS:

- Competent practical application of Health & Safety procedures
- 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
- Ability to operate required equipment in a safe and responsible manner
- Good time management

EXPERIENCE:

- Experience of maintaining buildings and general duties within construction and maintenance
- 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 a sound work ethic
- Able to communicate with people 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 their line manager are adhered to at all times
- 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

Due to the College continually evolving and progressing this Job Description may be amended at any time, in conjunction with you, to allow for improvements to the levels of care and the protocols by which the College functions.

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.

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement.

Disclosure and Barring Service, references and right to work in the UK

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).