BARNARD CASTLE SCHOOL

JOB DESCRIPTION		
Title:	Maintenance Operative	
Responsible to:	Facilities Manager	
Reporting to:	Maintenance Supervisor	
Department:	Support – Maintenance	
Hourly rate: £9.50		**Hours per week:** Average of 37

Purpose:	The purpose of the role is to provide a high quality and effective maintenance service and to ensure the facilities are unlocked each morning and the site is secure each evening Responsible to the Facilities Manager and reporting to the Maintenance Supervisor, the post holder will work as part of a team on a 4 weekly term time rota (35 weeks) and a day shift during school holiday periods (17 weeks). Depending on occasional business requirements, the term time rota may continue during some school holidays. Notice will be given in advance.

Duties :	• To undertake the day to day planned and reactive maintenance work associated with the upkeep and improvement of the school's estate • Responsible for locking and unlocking the site, following a set security schedule ▪ To respond to fire alarms while on duty, investigate and operate control panels as required ▪ To carry out daily checks on boilers and to undertake other statutory checks across site ▪ To drive school vehicles and operate tools and machinery as required ▪ To assist with setting up for events, assemblies and building school drama sets. ▪ To comply with any reasonable request from the Facilities Manager or Maintenance Supervisor to undertake work of a similar level not specified in this job description. ▪ This job description is current at the time of issue but may be change to reflect changes in the role, which are commensurate with the salary and job title.

PERSON SPECIFICATION	
Essential Requirements:	**Desirable Requirements:**
A. Experience of working in a maintenance/support service role and the ability to undertake a wide range of maintenance duties **B.** To be able to work as part of a team or independently **C.** Ability to communicate and interact well with staff and colleagues **D.** Ability to work using own initiative **E.** Ability to carry out all aspects of the role to a high standard at all times **F.** A current and clean driving licence	**A.** Knowledge of Health & Safety legislation **B.** Knowledge of COSHH regulations, safe storage and working practices **C.** Trades background

Minimum Training
The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate to support the role, responsibilities and duties undertaken: - - Health and safety - Fire safety awareness - Legionella awareness - Child protection and safeguarding

All employees of Barnard Castle School (BCS) are expected to:-
• Actively follow and promote BCS policies, in particular equal opportunities, fire, health and safety and safeguarding. • Be responsible for considering the Health and Safety of themselves and others as an integral part of their job. • Maintain an awareness and observation of fire regulations • Undertake safeguarding training and understand safeguarding obligations • Carry out any other duties as are within the scope, spirit and purpose of the post as requested by the line manager/SMT • Demonstrate their ongoing commitment to delivering the highest standards through their department's delivery of service. • To establish good standards of communication with all stakeholders • To take an interest in how the School operates • To be an appropriate role model of reliability, behaviour and appearance.

Applications
If you feel that you can meet the above requirements then please submit a letter of application along with the Barnard Castle School application form to:- Miss Sophie Jopling HR Assistant Barnard Castle School County Durham DL12 8UN Phone: 01833 696081 E-mail: hr@barneyschool.org.uk **Please note the closing date for applications is Friday 28th June 2019.** Applicants may telephone to discuss matters relating to the advertised post with the Facilities Manager. Mr Steven Blakemore Facilities Manager Barnard Castle School County Durham DL12 8UN Phone: 01833 696016 E-mail: sdb@barneyschool.org.uk Applicants should carefully read the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy. Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Barnard Castle School is an equal opportunities employer.

Last updated: January 2019	**Name:** Steven Blakemore