

TRELOAR TRUST

JOB DESCRIPTION

POST: Estates Maintenance Support

ACCOUNTABLE TO: Deputy Facilities and Compliance Manager

LOCATION: Holybourne

JOB PURPOSE:

To support the facilities team to deliver a high standard of building and facilities management and provide an essential & highly responsive out of hours emergency service to staff and vulnerable students across 5 boarding houses, staff accommodation, multiple offices & classrooms, 52 weeks of the year. The Job holder will cover out of hours and caretaking duties, when the onsite caretaker is absent or on annual leave.

RESPONSIBILITIES:

KEY TASKS

Out of hours & caretaking duties *When covering annual leave, or absence for onsite caretaker

- Assist with the Fire Management Plan including assisting with evacuation & understanding the fire alarm panels, identifying false alarms, and resetting the fire alarm system. Meet and greet Fire Brigade with Fire Grab Bag.
- Responding to out of hours emergencies such as leaks, failed automatic doors, intruder alarm activations, spillages in main body of the building & being the contact for CCTV monitoring
- Ensure the site is secure, including evening locking up
- Carry out routine checks across the site when required
- Be available to open up buildings in an emergency or by authorised request
- Contacting appropriate staff in the event of an emergency or problem
- Accept deliveries in from couriers as required

General maintenance, Gardening and portering duties

- Room setups and clear downs
- Receive and distribute goods internally and externally as required
- Cleaning, inspection and operation of the swimming pool and swimming pool filtration plant controls and equipment, ensuring the correct temperature and health, safety and hygiene measures are adhered to.
- Occasionally assembly / dismantle furniture, fit fixtures and fittings which may include shelves, cupboards, locks and dispensers
- Painting and redecorating internally and externally as required
- Assist with Gutter cleaning and unblocking across the site.
- Assist with grounds maintenance works when required.
- Assist with the site maintenance shut down and reopening procedure each term
- Assist with legionella control measures

- Follow the appropriate safe working practices to ensure that all activities are carried out in a safe manner and within Statutory Compliance.
- Respond to reactive jobs raised by the helpdesk within target response times and complete work within set timelines set.
- Assist with emergency procedures for all Site Services operational tasks including snow clearing, monitoring the onsite generator,
- Report reactive maintenance and work required to the helpdesk
- Assist with Portable appliance testing
- Carry out a full inspection of security lights, fire emergency lights and complete a water flush down each term
- Checking and replacing lights
- Undertake PAT Testing as directed
- Assist with minor electrical tasks as directed and within qualification
- Assist with evening events
- Assist with checking boiler rooms and adjusting heating controllers as directed
- Assisting with unloading and distribution & of goods to customers from the central store
- Cleaning duties, this will include responsibility for the security and proper use of all cleaning substances, cleaning machinery and other equipment.
- Moving and arranging furniture
- Liaising with key stakeholders and assisting with plans for major functions, events & lets
- Patrolling the grounds and assisting generally with security and fire safety measures
- Health and Safety checks – equipment, PPE, etc....
- Smartlog Health and Safety
- Following the Code of Practice as laid down in the Health and Safety at Work Act.

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department
September 2024

ADDITIONAL INFORMATION

- You will be provided with the necessary uniform, protective clothing, tools and training.
- You are expected to be reasonably presentable in appearance at all times.
- You will be required to work 36.5 hours per week, with on call responsibilities 5 days per week, including weekends only when onsite caretaker is absent or on annual leave. A shift is usually 8 hours per day in length which includes a 40-minute unpaid break (7.3-hour actual working time per shift). Shift Patterns are Wednesday to Friday 10am till 6pm Saturday and Sunday 8am till 4pm. These hours are not fixed and will change depending on requirements i.e. during holidays, an evening service is not needed and an earlier start time is likely to be scheduled.

The on call out of hours service is required whenever the facilities office is shut, this is usually from 5pm until 8am weekdays and during the weekend. On Call will only be a requirement to cover annual leave for the on-site Caretakers. Whilst you are on call you are expected to be respond to the on call mobile phone immediately and to remain within six miles or twenty minutes of the site.

On call duty is included within the remuneration however you will be paid for additional hours worked as a result of being called out.

Person Specification –(Off Site) Caretaker

| MINIMUM | DESIRABLE |
|--|---|
| <p>Qualifications</p> <ol style="list-style-type: none"> 1. Educated to minimum GCSE standard or equivalent 2. Pool Planter Operators qualification, or willing to train to gain this qualification 3. First Aider certificate (FAW) (or a undertaking to be trained to gain qualification) | <ol style="list-style-type: none"> 1. Formal qualification in any of the relevant practical areas 2. Asbestos Certification 3. Potable appliance Testing 4. Working at Heights certification |
| <p>Skills and Knowledge</p> <ol style="list-style-type: none"> 1. Ability to problem solve and trouble shoot 2. Attention to detail 3. Ability to prioritise the work load | <ol style="list-style-type: none"> 1. Specialist experience and knowledge in at least one of the relevant trades (Electrical, Building, Plumbing, Joinery) 2. Wide ranging knowledge and experience in the upkeep and maintenance of buildings 3. Legionella / water hygiene awareness 4. Horticultural Knowledge |
| <p>Experience</p> <ol style="list-style-type: none"> 1. Experience in making operational decisions 2. Experience of working in busy environment where team work is key 3. Experience of working in a customer facing role 4. Time management skills and ability to prioritise 5. Must complete allocated work tickets in a timely fashion recording all action taken 6. Must be computer literate 7. Experience in Health and Safety practices | <ol style="list-style-type: none"> 1. Experience of minor building works 2. Operate a handheld PDA for all work ticket allocation / completion 3. Experience in Security site works 4. Working with Grounds machinery |
| <p>Personal Qualities</p> <ol style="list-style-type: none"> 1. Practical “hands on “person with a willingness to learn 2. Able to work within a team where reliability, flexibility and adaptability are essential 3. Approachable and sensitive to customer (staff and students) needs 4. A commitment to promoting and safeguarding the welfare of students 5. Confident in dealing with people at all levels | <ol style="list-style-type: none"> 1. Understanding of equality & diversity demonstrable through involvement with a diverse range of people |
| <p>Physical Requirements</p> <ol style="list-style-type: none"> 1. Able to cope with the physical demands of the job 2. Constant standing/walking 3. Climbing access ladders 4. Bending, kneeling and crawling 5. Working safely at heights 6. Working in confined spaces 7. Manual Handling requirements within MH guidelines 8. Requirement for physical effort 9. Able to wear appropriate protective clothing 10. Able to work shifts 11. Pushing Trolleys and assisting with deliveries | |
| <p>TRELOAR TRUST IS COMMITTED TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</p> <p>All successful candidates will be subject to a DBS Check along with other relevant employment checks</p> | |

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

FURTHER INFORMATION

Salary: £XXXXXX per annum

Hours: 36.5 hours per week plus on call duties when required.

If you have not heard from us within **three weeks** of the closing date, please assume you have not been short-listed. Thank you for your interest.