

JOB DESCRIPTION

Job Title:	SITE MAINTENANCE TECHNICIAN
Responsible to:	Site Manager
Salary:	JCBA1 Grade D: £32,716 per annum (33,060 per annum FTE)
Contract:	40 hours per week. A degree of flexibility is required within the Site Team to ensure the site is staffed between the hours of 07:00-19:00 Monday to Thursday and 07:00-18:00 on Fridays. Additional hours on occasional weekends due to open days and induction events which will be paid. 30 days holiday per year, plus bank holidays.
<i>This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</i>	

Key responsibilities

- Assist the Site Manager in the day to day site operations, including building maintenance and repairs, grounds maintenance and site security.
- Ensure regular checks of the buildings and grounds are undertaken and deal with issues appropriately.
- Ensure that The JCB Academy is a safe, clean, hygienic and maintained working environment.
- Support the Site Manager in fully implementing relevant academy policies and procedures to a high standard, especially those relating to health and safety.

Generic requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.

- Be prepared to work ‘across the piece’ being flexible and interested in other areas of The JCB Academy.
- Work at all times to the standards as set out in the Staff Code of Conduct.

Specific responsibilities and duties

- Undertake planned preventative maintenance tasks across all academy premises in a timely manner.
- Undertake routine maintenance tasks on plant and equipment, to include fault finding, problem solving and repairs, to minimise downtime.
- Assist with the completion of maintenance logs, schedules, etc., to comply with health and safety legislation and insurance requirements.
- Ensure there are adequate supplies of spares on site for commonly used parts and consumables.
- Perform regular checks of the buildings and grounds in relation to standards of repair, maintenance, cleanliness and security.
- Undertake general repairs, alterations, painting, replacement and maintenance duties for buildings, fixtures, fittings, equipment and furniture as requested.
- Monitor and operate efficient heating, lighting and drainage systems throughout the academy and ensure regular maintenance is completed.
- Monitor and report on external contractors to ensure compliance with specification, e.g. grounds maintenance contractors.
- Provide cover for unlocking and locking of the academy premises as and when necessary and maintain site security during operating hours.
- Perform checks on fire and security systems.
- Assist with responding to ‘out of hours’ alarm callouts as required.
- Respond to emergencies, e.g. floods or fire damage.
- In consultation with the Site Manager, be responsible for ordering materials as necessary and receiving/distributing deliveries.
- Be responsible for the general tidiness of the site, including litter control and disposal and recycling.
- Assist in ensuring health and safety legislation is adhered to, including the safe storage of substances on site.
- Assist with clearing snow/gritting academy premises' pathways to create a safe passage for staff and learners and visitors to the bus park, staff car park and visitor car park.
- Assist with treating academy premises' pathways and steps with rock salt/grit during periods of ice and snow.
- Assist with the movement of furniture and equipment around the academy and participate in setting up areas for events or functions.
- Respond to emails and other electronic correspondence from staff, learners and external parties using Microsoft Office products.
- Undertake any other duties as directed and appropriate to the post as and when required.

Key accountability measures

- Assigned tasks completed to a high standard in accordance with deadlines.
- Accurate records of maintenance and servicing maintained and checks completed.
- Contribution made to improving standards within site management.

PERSON SPECIFICATION

Job Title:	Site Maintenance Technician	
	Essential	Desirable
Qualifications	• Time served maintenance technician. • Good numeracy and literacy skills.	• Mechanical/electrical/carpentry qualification, e.g. NVQ. • Legionella trained. • First aid. • Health and safety.
Experience	• Experience and aptitude for completing general repairs and maintenance.	• Experience of working in a maintenance role undertaking minor heating/plumbing repairs, electrical repairs and carpentry repairs. • Knowledge of health and safety procedures. • Expertise in a specific trade. • Experience of working in a school environment.
Competencies	• Systematic and practical, with strong organisational skills. • Effective communication skills. • Ability to work as part of a team or independently. • Enthusiastic and self motivated. • Flexible, innovative and willing to embrace new ideas. • Ability to develop and maintain effective working relationships within differing contexts.	• ICT skills, including MS Office packages.
Work related requirements of the post.	• Be committed to The JCB Academy's vision of changing lives by developing the engineers and business leaders of the future and demonstrate a commitment to being part of a successful team.	