

JOB DESCRIPTION / PROFILE

<u>POST TITLE:</u>	LETTINGS & MAINTENANCE OFFICER
<u>GRADE:</u>	Band 4 (SCP 6)
<u>REPORTING RELATIONSHIP</u>	Post holders will report to the Site Supervisor
<u>JOB PURPOSE:</u>	To support the lettings and hire of facilities and overall maintenance and security of the College. Including responding to requests from hirers, staff, members of the public and the line manager with regard to Community Use Agreements, supervision of lettings, repairs and maintenance and other general work within the capacities and training of the post holder

MAIN DUTIES/RESPONSIBILITIES

1. Service of lettings organised by the College, including the setting out/taking away of any equipment and / or furniture as required by clients.
2. Ensuring hirers and members of the public comply with the terms of the Hire of Facilities Agreement, Community Use Agreement and all other relevant policies.
3. Carry out minor maintenance repairs / handyperson duties in College buildings and to equipment as instructed, for example; changing fuses, removal of graffiti both inside and outside of building, lining pitches, litter.
4. Carry out essential cleaning duties as required during the operational hours of the including checking to ensure facilities and grounds are clear of litter and other harmful materials (hypodermic needles, glass, toxic chemical bottles, dog foul).
5. Maintenance of outside areas of the grounds including ensuring that all areas are clear of tripping and falling hazards and where evident offending items are removed or protected in line with health and safety standards. This may include the trimming of overhanging branches / trees that may cause potential problems for service users, replacement of outside lighting etc.
6. Ensure that walkways and designated areas are clear of snow and icy patches in poor weather.
7. Ensure that buildings are heated to a satisfactory standard and adjust heating levels according to seasons and holiday periods.
8. Responsibility for the security of the building(s) and their contents including the opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.

9. Provide cover and responsibility of 2nd key holder for and undertake associated call-out duties on behalf of the Principal on a 24 hours basis by agreement. For example, initial response to fire and intruder alarms and take necessary emergency measures to ensure the school building(s) is / are secure.
10. Work with and in co-operation with cleaning staff / contractors during school holidays to undertake 'deep' cleaning of school, for example varnishing / painting floors, cleaning windows.
11. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
12. The post holder must carry out his/her duties with full regard to the Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
13. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
14. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

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

LETTINGS & MAINTENANCE OFFICER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1			D1	To have served a full apprenticeship in electrical, building, mechanical or equivalent discipline	AF,R,I
					Full, clean driving licence	AF
Experience & Knowledge	E1	At least 1 years practical experience in building maintenance, heating, ventilating, electrical or similar work	AF,R,I	D2	Caretaking experience at a school setting and knowledge of school policies	AF,R,I
	E2	Experience in the application of Health and Safety legislation	AF,R,I	D3	Experience of serving lettings	AF,R,I
	E3	Experience of cleaning in contract / industrial setting / environment	AF,R,I			
Skills	E4	Ability to respond to changing priorities	AF,R,I	D4	Manual Handling experience and training	AF,R,I
	E5	Ability to work on own and prioritise own work load	AF,R,I	D5	Ladder Safety training and experience	AF,R,I
	E6	Ability to communicate effectively both verbally and in writing to other school staff	AF,R,I			
Personal Attributes	E7	Flexible approach to working arrangements in line with the duties of the post	AF,R,I			
	E8	Willingness to undertake training to advance experience and	AF,R,I			

		knowledge and to ensure that up to date procedures and legislation is followed			
Special Requirements	E9	Willingness to support the Christian ethos of the College	AF,I		
	E10	Ability to comply with the No Smoking at Work Policy and Alcohol at Work Policy	AF,R,I		
	E11	Capacity for independent travel in line with the duties and requirements of the post	AF,R,I		
	E12	Motivation to work with children	AF,R,I,D		
	E13	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,R,I,D		
	E14	Suitability to work with children	D		
	E15	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,R,I,D		
	E16	Willingness and flexibility to perform overtime to cover colleagues absences	AF/I		

Key – Stage identified	
AF	Application Form
C	Certificates

T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references