



# Stowe Valley

MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>MULTI-SITE MAINTENANCE TECHNICIAN</b>	
<b>Scale</b>	H 17-22
<b>Hours</b>	37 hours per week – full time 52 weeks
<b>Section</b>	Site/Support Staff
<b>Responsible to</b>	Head of Estates & Facilities
<b>Responsible for</b>	This position has no responsibility for line management

<b>Job Purpose</b>	Under the direction of Head of Estates & Facilities, we are looking to appoint a proactive multi-site facilities technician to join our friendly team. The successful candidate must have all round understanding of most trades and property maintenance and repairs. You should also be willing to undertake basic facilities tasks including portering, keyholding, security, maintenance, grounds and decoration. The Role will be based at our largest central Primary School, Southam Primary. From here you will be expected to travel to other schools within the trust as required. Monday – Friday with occasional weekends.
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<b>Duties &amp; Responsibilities</b>	The current main areas of responsibility are as follows but all staff within the Trust are expected to show flexibility and an adaptable approach in the reviewing of responsibilities to meet the individual school's needs, which may change from time to time.
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<b>General</b>	<ul style="list-style-type: none"><li>• To support the smooth running of the School's by coordinating the practical arrangements relating to the day to day running of the School and events</li><li>• Undertake general maintenance and repairs in basic plumbing, basic electrics, carpentry, tiling, plastering, painting and glazing</li><li>• Liaise with the Head of Estates on a regular basis</li><li>• Moving deliveries around site when necessary</li><li>• Driving school minibus</li><li>• Ordering supplies and raising orders</li><li>• Build and maintain relationships with approved contractors</li><li>• Ensure that any litter is cleared promptly and external bins emptied</li></ul>
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- Ensure a suitable level of quality and workmanship is maintained at all times
- Participate in the Trust appraisal process
- Contribute to the facilities helpdesk and ensure facilities ticket requests are updated and closed as soon as completed.
- Support to achieve long and short-term operational objectives
- Participate in the MAT's Appraisal process
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Perform any other reasonable tasks within the range of the salary grade

### **Maintenance**

- Take ownership for the care and upkeep of the school buildings and grounds
- Follow agreed planned preventative maintenance schedule
- Provide initial response to repairs and resolve
- Liaise with approved contractors such as plumbers and electricians
- Carry out decoration and repairs
- Clear snow from pathways and grit as required

### **Security**

- Be a keyholder for the Schools, opening and closing the site as required
- Be vigilant throughout the school day with regard to visitors entering and leaving site, challenging unknown visitors
- Be available for callouts after hours on rotational basis

### **Maintenance Grounds:**

- Ensure the grounds look their best at all times
- Conduct dynamic assessment against SLAs
- Sweep 3G Pitch
- Litter picking

### **Health and Safety:**

- To have knowledge of the MAT Health and Safety Policy
- Escalate all issues to the Head of Estates & Facilities
- To take reasonable care of your own health and safety and that of others around you
- Complete and record statutory compliance checks
- Attend annual training on Asbestos, Legionella, Working at Height, Health & Fire Safety Awareness

### **Person Specification:**

#### **Essential:**

- Full Driving License with a minimum of 2 years driving experience and no more than three penalty points.
- Ability to be able to work alone
- Be willing to work to a high standard
- Ability to complete repairs in basic plumbing, basic electrics, carpentry, tiling,

- plastering, painting and glazing
- Similar experience (3 years preferred)
- Be able to manage time effectively
- Possess good working knowledge of building maintenance and repairs
- Good communication skills to liaise effectively with a range of colleagues
- Experience in the safe use of typical powered hand and bench tools
- Willing to be flexible with colleagues to aid and maintain site cover
- Attend safeguarding training and regular updates

**Desirable:**

- Experience working in a school environment
- Basic understanding of Email
- Should live within a 30-minute travel radius of Southam College to ensure emergency call outs can be made within a reasonable timeframe

**Stowe Valley MAT 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 subject to an Enhanced DBS Disclosure.**

**COMMITTED TO EQUAL OPPORTUNITIES**