

Maintenance Operative

Person Specification

Experience and skills

- A minimum of 6 years' experience is required in a maintenance repair role;
- All works must be carried out in a safe and responsible manner ensuring Health and Safety procedures are followed at all times;
- Must be able to communicate confidently;
- An eye for detail and accuracy.

Personal attributes

- A professional manner and appearance
- Self-motivated with a positive, professional attitude
- Ability to work as part of a team yet also to work under own initiative;
- Flexible approach and adaptable;

Job Specification

The Maintenance Operative will be responsible to the Estates Manager.

The person appointed will have the following essential skills and competencies:

Primary Duties

You must be able to carry out a variety of maintenance disciplines to a high standard and have experience in fields including:

- Carpentry;
- Plastering and tiling;
- Slabbing and basic bricklaying;
- Basic plumbing;
- Painting and decorating.

Other Duties

Other duties to ensure the smooth operation of the estates department within the School including:

- Advising the Estates Manager of any damage/defects found to the building fabric or grounds;
- Physically moving desks, chairs, beds, wardrobes, lockers and other equipment;
- Cleaning of gutters, drains and gullies;
- Unblocking toilets and sinks;
- Taking readings of gas and electricity meters as directed;
- Assisting with receiving, offloading and distribution of deliveries;
- Attending training course or completing on line training courses as required;
- Any other reasonable duties as required by the Headmaster, Bursar or Estates Manager.

Old Swinford Services Ltd is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.