



Sunninghill
PREP SCHOOL DORCHESTER

Maintenance Operative

Job Description

Purpose of Job:

To work proactively under the direction of the Bursar, to ensure that the buildings and grounds are maintained to a high standard in order to support the teaching and learning at Sunninghill Prep School. This will include:

- Routine maintenance, refurbishment and minor repairs
- Hiring of the School facilities
- Health & Safety
- Swimming Pool maintenance
- Security
- Grounds maintenance

All of the above points should be carried out in accordance with the specifications of the Bursar and the Governing Body.

Main Duties

1. Routine maintenance, refurbishment and minor repairs

- To act on the Building Assessment and Reports issued from external contractors, the Maintenance Supervisor would prioritise areas that had been identified for works and arrange for the necessary contractors to provide quotes for such works
- To carry out a risk assessment of the building(s) and grounds on a weekly basis, identifying areas that could potentially cause a risk or accident and establishing a record of these checks and the resolution of any problems
- To identify, report to the Bursar and carry out any minor repairs or maintenance work required at the site
- To carry out minor plumbing, internal and external drainage and gutter repairs and the removal of blockages in sanitary ware
- To carry out minor carpentry and masonry repairs to the fabric of the building as directed by the Bursar
- To oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation, as well as carrying out daily checks
- To maintain Risk Assessments and ensure they are kept up to date
- The maintenance of all wood floors as appropriate

- As time permits, but at least once per year, cleaning of all light fittings and diffusers where necessary, using appropriate climbing equipment and arrange for collection of safe disposal of all old florescent light tubes.
- Manage supplies of products to enable the School to function smoothly
- Taking readings of electricity meter on a monthly basis

2. Hiring of the School facilities

To include: Main house & grounds, School hall, all weather pitch, swimming pool

Liaising with the School's Events manager to:

- Ensure that the facilities are available for out of school activities on evenings, weekends and school holidays, including the setting up of equipment and/or furniture as required
- Securing the premises after use

3. Health and Safety:

To be responsible for H&S at the School and to attend appropriate 'Health and Safety' training courses when requested

- To attend the termly Health & Safety meetings
- Carrying out authorised procedures in the event of a fire, flood, breaking and entering, accident or major damage
- To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways
- When on site ensure that areas involved with "sickness" are cleaned immediately and disinfected within a reasonable time scale, and ensure that the Housekeeping staff are aware to carry out deep cleaning.
- Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Bursar as quickly as possible.
- Create and maintain a COSHH assessment file, and when purchasing materials ensure that the manufacturer or supplier submits a safety data sheet.
- To ensure that assessments of all chemicals are requested and recommend safer alternatives as necessary
- To be responsible for staff asbestos training and awareness
- Ensure that the asbestos register is kept up to date and that all contractors are asked to review and sign before undertaking any duties.
- Legionella checks: to check water temperatures and make records on a weekly basis ensuring that all Legionella assessments are up-to-date
- To test and record fire alarm systems and emergency lighting on a weekly basis.
- To be responsible for managing the termly fire drills
- To undergo training in relation to Fire Warden Responsibilities, including examination, safe use and inspection of fire equipment.

- To carry out snow clearing and gritting to ensure essential pathways are safe to use

4. Swimming Pool maintenance

- To act as the Pool Plant Operator and undergo the appropriate training
- To carry out daily water checks of the pool when open
- To carry out monthly water checks of the pool when open
- To ensure the cleanliness of the toilets and changing rooms

5. Security

- Responsibility as first key holder for the site and undertake associated call out duties on a 24 hour basis.
- Responsibility for the security of the building(s) and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly
- Carry out daily perimeter checks and play area inspections for any hazards and establish and maintain records of these for evidence.
- Ensuring that CCTV cameras are functioning correctly, where applicable. Ensuring that video recording equipment is activated throughout the day and before going off duty on an evening.
- Requesting unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Bursar and the police where necessary; where appropriate, to prevent unauthorised parking on the school site.
- Notify the Police of any damage to the building, obtain a crime number, and secure the Building if necessary.
- Monitor on-site traffic reporting any issues as necessary to the Head/Bursar.

6. Grounds Maintenance

- To ensure that external litter bins are emptied regularly and that the site is kept clear of litter and animal excrement.
- Weeding of paths, paved areas and gutters etc. as required.
- Ensuring that all hard playing areas and paths are free from hazards and that all drains and gullies are free flowing and clean. Reporting any blockages to the Bursar as appropriate.
- Carry out pitch, track and field line marking as required by the Sports department
- To follow the maintenance programme for all outside areas and equipment, keeping records of when these maintenance procedures are carried out to enable a timetable of work to be developed

7. Other Duties

- Porterage of goods and materials and movement of furniture and equipment as required. Accepting delivery of goods and materials for distribution and storage, always taking into consideration health & safety factors when moving heavy or awkward items
- Ensuring that all rubbish and broken furniture is removed from the building and is taken to bins or to a safe storage area so that it can be disposed of.
- Report to the Bursar any malicious vandalism.
- Regularly reviewing work undertaken by attending meetings with the Bursar.
- Undertaking other reasonable tasks as required by the Bursar

Person Specification

Job Title: Maintenance Operative

Reports to: The Bursar

Responsible to: Bursar	Essential	Desirable
Skills and Abilities	<ul style="list-style-type: none"> • Must possess good communication skills • Must be able to demonstrate a sound knowledge of building trade skills and/or grounds maintenance • Ability to work as part of a team and on your own initiative • Ability to work with enthusiasm and motivation without direct supervision or when part of a team 	
Knowledge and Experience	<ul style="list-style-type: none"> • Five years' experience within the building maintenance sector or grounds maintenance 	<ul style="list-style-type: none"> • Experience of working with an educational setting • Experience of working with listed buildings
Professional Qualifications and Training	<ul style="list-style-type: none"> • Full UK Driving Licence 	<ul style="list-style-type: none"> • City and Guilds Basic Craft • NVQ Level 2 in Construction Craft or Grounds Maintenance • Construction Skills Certification Scheme card holder

The Post holder must promote and safeguard the welfare of the children and young people that come into contact with.

The Post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the School.

The Post holder must carry out their duties with full regard to the School's Child Protection Policy, Equal Opportunities Policy, Staff Code of Conduct, and all other relevant Policies.

The Post holder must comply with the School's Health and Safety rules and regulations and with Health and Safety legislation.

This job description will be reviewed at least once a year and may be subject to modification after consultation with the post holder.

Signed by the Post holder

Date