



## JOB DESCRIPTION

### Section 1: General Information

<b>Position Title</b>	Multi- trade maintenance person	<b>Section/Department</b>	Support
<b>Reports To</b>	Bursar	<b>Date of Review</b>	January 2024
<b>Location/Site</b>	Sunninghill Prep School, Dorchester	<b>Employment Status</b>	Full time

### Section 2: Job Description

<b>Position Purpose</b>	<p>To carry out skilled building refurbishment and repairs &amp; general maintenance involved in all aspects of onsite building maintenance, both internal and external.</p> <ul style="list-style-type: none"><li>• The role includes general building work and maintenance including basic carpentry, plumbing and electrics, replacement of tiling and flooring.</li><li>• Regular checks and assessments of both private and public areas, liaising with Line Manager, performing jobs as and when they are required.</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• installation inspections, diagnosing faults, testing, replacement, refurbishment, repair and maintenance of building fixtures and fittings</li><li>• general plumbing including washers, taps, unblocking toilets, unblocking stacks, installing new sinks, urinals and toilets, pipework (copper or PVC)</li><li>• plastering</li><li>• general tiling – floors and walls</li><li>• flooring work, such as carpet tiles</li><li>• basic electrical maintenance</li><li>• identify hazards, defects and the need for adjustment or repair; to ensure compliance with agreed codes, law, working practices and health and safety</li></ul>

	<ul style="list-style-type: none"> <li>• liaising with Line Manager and performing jobs as and when they are required</li> <li>• carry out planned tasks in accordance with requirements</li> <li>• carry out tasks within specified time limits</li> <li>• ensure compliance to applicable codes, legislation and procedures including health and safety</li> <li>• maintain accurate records/documentation associated with your work and report to line manager upon completion</li> <li>• meet your targets and contribute to those of the team as a whole</li> <li>• contribute towards the efficient running of the team</li> <li>• adhere to all organisation policies and procedures</li> </ul>
--	--

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• City &amp; guilds or equivalent in trades</li> <li>• hold or willing to undertake certification in Health and Safety, Safeguarding, Management of Fire, Risk and Water based management systems</li> </ul>	<ul style="list-style-type: none"> <li>• PSV driving licence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a similar role.</li> <li>• Building</li> <li>• hands-on practical know-how of building work</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• requisite knowledge of the tools, equipment, and materials common to the environment</li> <li>• knowledge of building techniques and methods</li> <li>• to demonstrate knowledge of codes, standards, and regulations applicable to this role</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Building and maintenance including assessment, installation, repair, and maintenance of buildings</li> <li>• the ability to work alone when required</li> <li>• excellent attention to detail</li> <li>• demonstrable time management and project management skills</li> </ul>	

<b>Work-related Personal Qualities/Behaviors</b>	<ul style="list-style-type: none"> <li>• Be an effective team player that works collaboratively and effectively with others</li> <li>• Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences</li> <li>• Support, motivate and inspire both colleagues and pupils by leading through example</li> <li>• Suitability to work with children</li> <li>• Confidence, warmth, sensitivity, reliability and enthusiasm</li> <li>• to be honest, friendly, and approachable</li> </ul>
<b>Equal Opportunities and Commitment</b>	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p><b>Demonstrate a commitment to:</b></p> <ul style="list-style-type: none"> <li>• safeguarding and child protection</li> <li>• equalities</li> <li>• promoting the school's vision, values and ethos</li> <li>• high quality, stimulating learning environment</li> <li>• relating positively to and showing respect for all members of the school and wider community</li> <li>• ongoing relevant professional self-development</li> </ul>

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name:

\_\_\_\_\_

(Please print)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager Name:

\_\_\_\_\_

(Please print)

Line Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_