

# MAINTENANCE OFFICER

## RICHMOND SCHOOL

Application Pack



# Richmond School & Sixth Form College

Being the best we can be

October 2021

Dear Colleague

Thank you for your interest in joining our team at Richmond School and Sixth Form College. This is an exciting time in terms of our development and a fantastic opportunity for a keen and talented Maintenance Officer to cover for long term sickness.

Richmond School and Sixth Form College is an exciting, forward-thinking, inclusive and caring place to work and study.

On visiting, there's an immediate sense that it is more than just a school, it is a community within a community and students, visitors, parents and staff often comment on the special 'buzz' they feel when they are here. It's hard to pinpoint, but it's a combination of many factors that unite to make this such a special place. Dedicated teachers, fabulous facilities, a wonderful heritage, a sense of belonging and incredible students all combine to make the school the exceptional place that it is. Our broad, rich curriculum and extra-curricular provision mean there is a genuine culture of constant improvement and going over and above for the students we teach and anybody appointed to this role would need to be of a similar mind-set.

Students work hard to demonstrate and develop the school's six values - Creativity, Excellence, Independence, Resilience, Respect and Teamwork. Our values are integral to each child's education, both academically and in extra-curricular activities and they underpin everything we do. We encourage our students to apply these values every day. As a result of a positive culture and the rigorous application of our policies, students learn well and behave well. There is a calm atmosphere in the school and students tell us they feel safe and well supported.

I do hope the above inspires you to apply for the post being advertised.

I look forward to reading your application and to welcoming a creative and dynamic colleague to Richmond School. If you would like to know more about the school, please visit our website [richmondschool.net](https://www.richmondschool.net) and our short video <https://www.richmondschool.net/about-us/transition/> which will give you a flavour of the school. If you have any questions about the role then please contact [admin@richmondschool.net](mailto:admin@richmondschool.net) and they will guide your query to the most appropriate person.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Potter'.

Jenna Potter  
Headteacher

## Job Description

### Job Description - Maintenance Officer

**Contract:** Temporary long-term sickness cover, 37 hours per week, full year

**Salary:** Grade C (Point 2-4) £18,198 - £18,933

**Responsible to:** Site Manager

**Aims:**

**1. To meet the needs and aspirations of all learners through your contribution to the learning environment.**

To work in conjunction with the Site Manager to maintain security, safety, cleanliness and general upkeep of the site. You will play a full part in the effective and efficient maintenance of the site during daytime, evening and weekend use.

**2. To be committed to self-evaluation and personal/professional development, and to take responsibility for a level of leadership appropriate to your post and area of work.**

As well as possessing the necessary skills, it is essential that the Maintenance Officer has the ability to deal with a wide range of people in a patient, caring and supportive manner – it is not just the effective undertaking of necessary tasks but the manner in which these duties are undertaken which is very important. You will be expected to:

- have good communication skills (verbal and written)
- be IT literate or prepared to undertake appropriate training.
- be able to work effectively with other people (both young people and adults)
- be able to liaise with contractors and members of the public
- be able to work independently, show initiative and be attentive to detail
- be aware of and understand Health and Safety regulations and issues
- possess the necessary manual skills and dexterity to carry out a range of maintenance tasks
- be able to plan and manage own time effectively
- be able to keep accurate written and numerical records
- be enthusiastic and energetic
- be honest and reliable
- take care in maintaining security and be able to respond quickly to emergency call-outs.

**3. To use best practice in the tasks you do**

Duties may vary from time to time without changing their general character or level of responsibility, but the following gives a broad indication of the duties of the post:

- Site security – locking/unlocking doors, closing windows, turning off lights, maintaining lights, operating alarm system(s)
- Respond to emergencies, including call-outs (evenings/weekends) by the alarm company and liaising with staff and Police, as appropriate
- Maintenance work (internal and external) including repairs, re-fixing loose carpets, bleeding radiators, unblocking sinks/toilets/drains, painting small areas, minor joinery works (e.g. erecting shelves) etc. (This could include some working at heights)
- Observe and report any faults, and deal with faults as appropriate before they become serious (be proactive in your approach)
- Operation and efficient working of the heating systems/boiler houses

- Operational maintenance of clocks, time clocks and bells
- Monitor and liaise with contractors on site
- Monitor Health and Safety, anticipate issues and take remedial action. Take responsibility for own health and safety by ensuring awareness and compliance with health and safety regulations and guidelines
- Report and respond to any health and safety issues (e.g. removal of hazards where appropriate)
- Safe storage of hazardous substances
- Maintain cleanliness of site, especially areas not covered by the cleaning contractor, including picking up litter, emptying litter bins, clearing out, disinfecting drains, leaf clearance and winter clearance and treatment of paths, driveways and steps
- Receive deliveries, distribute goods and undertake general portorage duties
- Set up rooms as required, which will include movement and arrangement of furniture and equipment
- Deputise for the Site Officer, as appropriate.
- Be trained in First Aid at Work and be responsible for administering first aid when on duty
- Any other duties required from time to time in accordance with the grade of the post
- Actively support compliance with School parking restrictions through monitoring and intervention as necessary

#### **4. Additional technical duties and tasks**

- Provide a professional and organised PAT (Portable Appliance Tester) testing service in school ensuring that all electrical items are safe and fully-functioning
- Working at heights maintenance work (e.g. gutter clearing – using ‘cherry picker machinery etc, where appropriate)
- Take swift and appropriate remedial actions with regard to Health and Safety hazards
- Respond appropriately to requests from teaching departments for alterations or modifications to equipment, e.g. staging and display areas, sports hall equipment
- Assist IT team to install IT network cabling and hanging computer cradles when required
- Assist IT team to fit Interactive Boards and associated cabling, as well as construction and adjustment of support frameworks for ceiling mounted projectors when required
- Manage hazardous materials to COSHH standards
- Painting and decorating around the site
- Understand and operate effectively the fire alarms and security alarm systems
- Use adequate plumbing knowledge for maintenance and repair of sinks, SC's, water fountains, etc.

#### **5. Other**

- Participate in the departmental and whole school meetings and training sessions, as required.
- Participate in the School' Performance Management Scheme.

All staff are required to comply with school policies and those which apply to all Arete Learning Trust academies, including with regard to confidentiality, Health & Safety, Data Protection safeguarding and Health and Safety

This job description may be amended at any time following discussion between the post-holder and the line manager and/or Headteacher. The above list is indicative and not exhaustive.

## Person Specification

### Maintenance Officer

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b> 5 GCSE's or equivalent at Grade C or above Working Safely at Heights Certificate Health and Safety Relevant trade qualification (plumbing, joinery etc)		X X X X
<b>Experience</b> Working in a role that includes caretaking, maintenance or similar duties		X
<b>Skills &amp; Knowledge</b> Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families, carers, visitors and other users of the school's facilities Good ICT skills	X   X	
<b>Personal Qualities</b> Demonstrable interpersonal skills. Ability to work successfully in a team. Ability to conform to confidentiality requirements	X X X	
<b>Other Requirements</b> To be committed to the school's policies and ethos. To be committed to Continuing Professional Development Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours and attitudes	X X X X X	
<b>Equal opportunities</b> To assist in ensuring that Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery	X	

## APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST

### IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

#### Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

#### Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

#### How to apply

Please forward your completed application form to [recruitment@aretelearningtrust.org](mailto:recruitment@aretelearningtrust.org) stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is 9.00am on Friday 5 November 2021