



# Brentwood School

## Maintenance Operative- Plumber / Heating Engineer

<b>Department:</b>	Estates Maintenance
<b>Hours:</b>	The normal hours of attendance will generally be 0800 to 1630 (inclusive of a 45 minute unpaid lunch break), Monday to Friday inclusive but expected to work such hours as necessary to discharge duties efficiently and conscientiously. The post holder will also be expected to participate in the school's emergency call out system.
<b>Report to:</b>	Maintenance Supervisor
<b>Job Purpose:</b>	<p>To provide general maintenance duties within their skillset and assist the maintenance team in ensuring planned and reactive works are completed in a timely fashion, to a high standard, within agreed target dates and in a safe workmanlike manner.</p> <p>To be part of a team delivering first class building maintenance to ensure that school facilities, equipment, plant, premises and grounds of the school are maintained at the highest possible state of operational readiness, cleanliness and appearance, working to budget and achieving high levels of customer satisfaction.</p> <p>Typical duties include but are not limited to:</p> <p>Receiving electronic work orders via smartphone, and working as part of a team or working independently, carry out a planned and reactive maintenance plumbing service, as efficiently and effectively as possible.</p> <ul style="list-style-type: none"><li>• Installing, repairing or replacing hot and cold water supplies, tracing, diagnostics and fault rectification in domestic and non domestic environments.</li><li>• Installing, repairing or replacing general domestic boilers.</li><li>• carrying out legionella prevention</li><li>• working in plant rooms fault finding, replacing pumps, valves, etc.</li><li>• Draining down systems, TMV servicing and replacement, installation / replacement of TRVs, re-routing pipework and removing deadlegs</li><li>• Carrying out general maintenance and general estates tasks</li><li>• To assist with all trades and other departments as and when necessary</li><li>• To assist in making the School a clean, healthy and safe environment for all. To contribute to the safeguarding and promotion of the welfare and personal care of children and young people.</li></ul>

<p><b>Key Responsibility/ Accountability</b></p>	<p>To undertake planned preventative and reactive maintenance work across all School buildings including residential properties. The post holder will also receive training to support and provide a skilled maintenance service that may include but is not limited or restricted to:</p> <ul style="list-style-type: none"> <li>• Undertaking task specific risk assessments and requesting materials and tooling with the maintenance supervisor.</li> <li>• Working as part of a small team ensuring adherence to water hygiene policies and best practice guidelines.</li> <li>• To actively promote via work ethic and communication, excellent customer service.</li> <li>• To comply with School policies and procedures including security, health and safety, recruitment and selection, attendance management and equality.</li> <li>• To report hazards, faulty equipment and any accidents, incidents or near-misses.</li> <li>• To attend meetings and training courses as required including specialist courses relating to legionella and Water Hygiene.</li> <li>• Participation in emergency call out system.</li> <li>• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. Cooperate with the employer on all issues to do with Health, Safety &amp; Welfare.</li> </ul> <p><u>Physical requirements:</u> The post holder will be required to visit all parts of the School's estate to inspect work carried out and assess needs that arise, this may involve entering roof spaces, cellars and other relatively inaccessible places. An appropriate level of physical fitness is required.</p> <p><u>Secondary Functions:</u> To undertake any other duties and responsibilities commensurate with the grade of the post, as directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.</p> <p>This job description is a guide to the work the post holder will be required to undertake. It may be amended from time to time to meet changing circumstances. It is expected that the job description will be regularly reviewed by the post holder and their line manager.</p> <p>To be committed to the safeguarding and promotion of welfare of young people and to demonstrate this commitment in every aspect of this post and adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. To report any concerns to the School's Child Protection Officer.</p>
<p><b>Qualifications, skills and experience/</b></p>	<p><b>Qualifications / Experience Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant qualifications in a trade discipline, preferably through an Apprenticeship or 5 years' experience using general plumbing skill sets eg, Minimum relevant NVQ Level 2 qualification or equivalent relevant experience.</li> <li>• Significant recent experience working in a maintenance environment on large complex building systems including hot water systems, drainage systems, HVAC, BMS</li> </ul>

	<ul style="list-style-type: none"> <li>• Current full driving licence.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working on educational establishment sites or similar environments</li> </ul> <p><b>Skills and Knowledge</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A working understanding of Health &amp; Safety in the workplace</li> <li>• Basic keyboard and smart phone skills</li> <li>• Ability to mentor and train other members of the team if required.</li> <li>• Knowledge of Building Regulations/ Standards relating to plumbing.</li> <li>• Ability to work at height</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous asbestos training (training will be provided)</li> <li>• Previous legionella training (training will be provided)</li> <li>• Previous manual handling training (training will be provided); able to carry tools and equipment by hand up to 20kg.</li> <li>• Previous scaffold/ladder/mobile platform certification and training (training will be provided)             <ul style="list-style-type: none"> <li>• Gas Safe.</li> </ul> </li> </ul>
<b>Person Specification</b>	<p><b>Personal Qualities</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Possess a positive “can do attitude”</li> <li>• Ability to work in a continually improving environment</li> <li>• Willing to learn new skills and attend training courses.</li> <li>• A commitment to the highest level of customer service.</li> <li>• Approachable and friendly disposition.</li> <li>• Hard working, reliable and punctual</li> <li>• Ability to suggest solutions and resolve problems efficiently and effectively</li> <li>• Team player</li> </ul>
	<p>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School’s Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to your line manager or the School’s Designated Safeguarding Lead.</p>