**JOB DESCRIPTION**

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| **Job Title:** | Plumbing Maintenance Operative | **Department:** | Estates |
| **Hours of Work:** | 8:00 – 16:30 Monday to Friday, 52 weeks per year  Maybe required to work some weekends | | |
| **Responsible To:** | Estates Manager | **Responsible For:** | N/A |

**Summary of Role:**

The Plumbing Maintenance Operative will be responsible for all maintenance across the school as well as general plumbing repairs as and when required by the Maintenance Supervisor and the Estates Manager.

The successful candidate will be familiar with all aspects of general maintenance and plumbing repairs

**Specific Responsibilities:**

1. Dealing with minor emergency plumbing tasks, including L8 logbook tasks.
2. Clear blocked toilets and drains.
3. Carry out guttering repairs.
4. Undertake general repairs across the school as requested.
5. To undertake painting and decorating as requested.
6. To undertake service desk repairs including:

* Carpentry, repair, and maintenance of doors.
* Fixtures and fittings.
* Furniture repairs.

1. Be willing to undertake all and any other maintenance duties, with appropriate supervision, when necessary, as and when requested by the Estates Manager or Maintenance Supervisor.

**Terms and Benefits**

**Start Date: ASAP**

**Hours of Work: 8.00 am – 4.30 pm**

**Salary: Competitive dependant on experience**

**Holiday: The holiday entitlement is 5 weeks pa plus public holidays**

**Pension: The successful candidate will be auto enrolled into the School’s pension scheme, which includes life insurance.**

**Lunch: A free lunch is available in the dining room each day**

**Parking: There is free parking on site**

**Gym and Pool: There are staff sessions for use of these facilities**

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Relevant qualification in a maintenance related field or equivalent experience. * Good workmanship skills producing work to a high standard with attention to detail. * Good standard of painting and decorating skills. * Basic knowledge of plastering. * Basic knowledge of carpentry and electrical. * Strong awareness of Health and Safety. * Awareness of asbestos. * Awareness of water hygiene. * Be practical and resourceful and be able to take the initiative as necessary. * Fluent and accurate written and spoken English. * Basic IT skills. * Full driving licence | * Experience of working in a School. |
| **Personal Behaviours** |  |
| * Team player and willing to assist across all aspects of maintenance as and when required. * Ability to organise and prioritise workload. * Have good interpersonal skills and the capability to mix easily with and maintain harmonious relations with all members of staff. * Capable of working without supervision with energy and enthusiasm. * Contribute to the maintenance of a positive and supportive work culture. * Be self-motivated, enthusiastic and committed to supporting the School. | * Willing to be trained and developed in all aspects of maintenance. |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |