

## Job Description

**Job Title:** Maintenance Officer

**Responsible to:** Estates Manager

**Responsible for:** N/A

**Job Summary:** To support the St Andrew's Prep Estates Manager in the upkeep, safety and operation of school premises.

Situated in the Meads area of Eastbourne, St Andrew's Prep is an independent boarding and day school of boys and girls from nursery age to 13 years (year 8). The number of pupils is around 370 and the campus comprises of educational, sport and residential premises. The first building dates back to the late 1800s and the most recent development was the Goodwin Sports Hall which opened in 2017.

We have an exciting opportunity for an experienced Maintenance Officer to join the small, committed estates team at St Andrew's Prep. Ideally the person will possess multi-trades skills and experience to support the work of the estates service at the school.

### Key responsibilities and duties:

1. The post holder's primary tasks are to work as part of the Estates Team to undertake planned and reactive basic plumbing repairs; carpentry and joinery tasks; repair or replace locks; repair doors and ensure they comply to fire regulations; painting and decorating and general minor building works and repairs around the school site.
2. To carry out reactive repairs as directed by the Estate Manager to support maintenance Helpdesk requests.
3. To undertake the school's regular PPM and compliance checks, as directed by the Estates Manager.
4. To carry out minor works and holiday projects, as directed by the Estates Manager.
5. To carry out all duties in accordance with safety regulations and Health and Safety at Work procedures. Be aware of building regulations, codes of practice and good working practices relevant to all work activities, including use of tools and equipment around the school and in the workshop, and seek advice, guidance and support where necessary in relation to these matters.
6. Ensure work complies with Risk Assessments, SSOW, Method Statements, etc relating to the work and ensure safety at work of you, other staff, pupils and visitors to the school.
7. To wear PPE and uniform as provided.
8. Complete all necessary associated work documentation.



9. Work from verbal and written instructions, including drawings, diagrams, sketches, calculations using measuring equipment where appropriate
10. Plan and organise own workload to ensure effective use of time and meet job targets.
11. Maintain materials and equipment, guarding against loss or theft and making them ready for use when required. Contribute to keeping the maintenance workshop clean, safe and in good order. Submit timely requests to the Estates Manager for supplies.
12. Understand and comply with the school's safeguarding and child protection policies.
13. To attend meetings and training courses as required.
14. To undertake any other reasonable duties as requested by the Estates Manager and to include the seeing-in of the evening cleaning supervisor, cleaning team and to be the main point of contact for school related estates matters and external hirers during the last hour of the normal school day.
15. The post holder will also assist with other non-maintenance estates tasks, e.g. assisting in the setting up for larger events, carrying out emergency reactive cleaning (to include bodily fluids), as and when required.
16. Support the Estates Team in reacting to and deactivating fire and security alarms, according to school procedures.
17. To provide occasional support to the Estates Manager and resident staff with out-of-office emergency hours call outs, including emergency maintenance and fire/security alarms, for which standard time-off-in-lieu can be taken.
18. To be listed on the school's call out and response list with the alarm service provider and in-house lists issued to resident staff in the event of an emergency and attend the school out of hours, as and when required in consultation with the Estates Manager.
19. Although the role is predominately based at St Andrew's Prep, the post holder may from time to time be required to travel between both campuses (i.e. Eastbourne College) should there be a business requirement.

## Safeguarding responsibilities:

1. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
2. The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.



3. In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct.
  
4. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

### Person Specification:

	Essential	Desirable
Qualifications	N/a	<ul style="list-style-type: none"> <li>• Possess a recognised qualification or NVQ level II or its equivalent</li> <li>• Health and safety training</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Previous experience of working in building, repairs and / or maintenance service environment</li> <li>• Experience of working at height and occasionally in confined spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or education setting</li> <li>• Experience of carrying out PPM and compliance checks</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of health and safety at work</li> <li>• Knowledge and understanding of modern working practices in maintenance / trades sectors</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office applications</li> <li>• Ability to use PCs, tablets, apps and other electronic devices</li> <li>• Knowledge of working to building regs</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to utilise a broad range of carpentry / trade skills to fulfil the role</li> <li>• Ability to work on own initiative, as part of a team and with flexibility to meet the needs of the school</li> <li>• Problem solving, planning and organising skills</li> <li>• Ability to recognise and work to quality standards</li> <li>• Ability to understand and implement instructions</li> <li>• Good verbal communication skills appropriate in a school</li> </ul>	



	<p>environment</p> <ul style="list-style-type: none"> <li>• Ability to interact with pupils, staff and visitors</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Self-motivated, positive and enthusiastic</li> <li>• Flexible and open to change</li> <li>• Approachable &amp; good listener</li> <li>• Tactful and diplomatic</li> <li>• Calm when working under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence</li> <li>• Own vehicle</li> </ul>

## Terms and Conditions

**Salary:** up to £28,000 per annum

**Hours of Work:** Working hours will be Monday to Friday 9.30am to 6.00pm (37½ hours per week), including a one-hour unpaid break.

Requirement to work on the School's Speech Day (the last Saturday of term), 8.00am to 4.00pm with time off in lieu.

The Maintenance Officer is asked to bring their own mobile phone device to work in order to support communication between the team. Hand held walkie-talkies are the principal means of communicating on site by team members.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The Charity will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** Five weeks' annual leave plus Bank Holidays.

### Other benefits include:

- Life Assurance
- Employee Assistance Program
- Lunch during normal working hours (when kitchen is open)
- Culture of training and development
- Up to six weeks' paid sick leave (subject to T&Cs)
- Wellbeing programme
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Easy public transport connections and free parking
- Stunning location



## Safeguarding Statement and Equal Opportunities Statement

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

To apply, please follow the link below to complete the mandatory application form:

[www.cognitofoms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm](http://www.cognitofoms.com/EastbourneCollegeIncorporated/EastbourneCollegeSupportStaffApplicationForm)

Alternatively, visit [www.eastbourne-college.co.uk/contact/employment-opportunities/](http://www.eastbourne-college.co.uk/contact/employment-opportunities/) and click the '[Apply Now](#)' button.

An up-to-date CV and covering letter evidencing your suitability for the post against the job description and person specification described above may be uploaded with this online application form.

For further information, please contact [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452239.

The closing date for applications is noon on **Wednesday 10 May 2023**.

