



## **JOB DESCRIPTION**

### **Maintenance Operative**

#### **Job purpose:**

Working as part of a team ensuring that all in house maintenance is carried out to a high standard. The Maintenance Operative will be accountable to the Maintenance Manager on a day-to-day basis, who reports to the Director of Estates. The Chief Operating Officer has overall responsibility for the support staff throughout the School.

Status: Full time, plus some weekend work  
Core hours: Monday to Friday 7.00am to 4.00pm  
Start date: ASAP

#### **All staff are expected to:**

- Follow the School's Safeguarding policy and procedures and to ensure the well-being of all pupils in their care is their highest priority.
- Contribute to the day-to-day running of the School and follow its policies and procedures.
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as an individual with courtesy and respect.
- Have due regard for Health & Safety within the School

#### **Key Responsibilities**

- Assist directly with in-house maintenance and general repairs which may include the following depending on experience, carpentry, electrical, heating, painting and decorating.
- Internal maintenance requests via helpdesk system and incorporating all levels of health and safety requirements.
- Assist with the day to day upkeep of the School.
- Fire Marshal – to be trained in the event of fire for school safety.
- Routing testing of fire alarms.
- The Maintenance Operative will in addition be expected to carry out such other duties as may be reasonably required as directed by the Maintenance Manager.
- up, completing a walk round of the school every evening, ensuring the school site is secured.
- To work within all Health and Safety guidelines to ensure a safe working environment.
- Report any health & safety or maintenance issues.
- Move furniture, set up rooms and pack away.
- To undertake any training required including attending INSET training as required.

#### **Person Specification**

The successful candidate will have the following attributes:

- Previous experience in a similar role is desirable but not essential, ideally in a school environment.
- Proactive individual who is able to work on own initiative, energy and commitment with a keen eye for detail.
- Full driving licence and willing to drive school minibus when required.
- Flexible some days may be required to start earlier.
- Good standard of literacy and numeracy.
- Calm and effective under pressure.

- Effective communication skills.
- Confident working at heights.
- An understanding of the concept of internal and external customer service and the importance of providing this to ensure a successful school.
- Be able to establish an appropriate working relationship with contractor's staff.
- Able to work outdoors and to have a keen interest in the construction industry.
- To understand and convey the professional image and ethos of the School.
- To be self motivated, conscientious and reliable.
- To have a flexible approach and able to work as a member of a multi tasking team, who is happy to train and to be trained by others to ensure a consistent service. To be committed to and invest in the department process and goals.

### **Skills and Qualifications**

- To have a good general understanding of the building industry including knowledge of materials, trade, methods and Health and Safety requirements.
- To have a good knowledge of building trades with experience in one or more of the following; carpentry, plumbing, heating, electrical and general building.
- The ability to balance priorities and take responsibility for the completing of a task.
- Be computer literate.
- To have attention to detail when checking working and materials.
- Be technically confident.
- Effective communication skills with the ability to provide clear verbal and written information relative to building maintenance activities.

**NB** This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Copthorne Prep School is committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to checks by the DBS and past employers.