



## Lichfield Cathedral School

Job Description			
Post:	Maintenance Operative	Department:	Facilities
Scale:	6 – 10		
Responsible to / line managed by:	Maintenance Supervisor	Salary range:	£12.500 – £14.500

Special conditions / requirements
<p>Candidates who are successful for any position involving direct contact with children will be required to apply for disclosure of information through the Criminal Records Bureau. The level of disclosure will be determined by the level of contact the post requires.</p> <p>All candidates must possess a full UK driving licence and meet the requirements of the School's motor vehicle insurance.</p> <p>Flexible working hours including weekends, evenings and early mornings will be a requirement of the post as well as occasional maintenance officer on call duties.</p> <p>Some work at height is required, full training will be provided.</p> <p>Manual Handling is a significant part within the duties of the Maintenance Operative, full training will be provided.</p>

Key tasks / Competencies	
1	To assist with the maintenance, upkeep and refurbishment of the estate, premises and contents of the school as required
2	To interpret, plan and work from verbal instruction, scale drawings, specifications and schedules.
3	To perform a wide range of work practices and trade skills within the concept of flexible multi skilled working.
4	To learn new skills, techniques and practices for various trades, health and safety and grounds maintenance.
5	To attend and participate in training and development programmes relevant to the post and as directed by your supervisor.
6	To assist and carry out works within the departments planned maintenance schedule as required.



## Lichfield Cathedral School

7	To work as a team member accepting and offering advice and guidance as necessary.
8	To carry out all duties within the guidelines of the Schools Health and Safety Policy.
9	Carry out proactive and reactive remedial works covering all aspects of building, grounds and product maintenance.
10	Plan and carry out preventative maintenance work under the direction of your supervisor.
11	Liase with your supervisor to ensure that suitable stock is maintained for the department.
12	Liase with your supervisor to ensure that tools and equipment are suitable, sufficient and fit for purpose.
13	Carry out routine maintenance and testing and complete records for equipment provided for safety, fire fighting and safe evacuation.
14	Carry out minor plumbing, internal and external drainage and gutter repairs and the removal of blockages in sanitary ware as directed by your supervisor.
15	Carry out planned decorative work and reactive decorative repair works as directed by your supervisor.
16	Carry out planned grounds maintenance and reactive grounds repair works as directed by your supervisor.
17	Carry out minor carpentry and masonry repairs to the fabric of the building as directed by your supervisor.
18	Carry out portage duties and assist with the removal and fitting of office and classroom furniture as directed by your line manager
19	Carry out pitch, track and field and event line marking as required by the sports department and others as directed by your supervisor.
20	To carry out and comply with risk assessments for all significant risk associated with the activities of the position and the School
21	Assist with the removal and safe management of all waste and comply with any recycling and environmental initiatives introduced by the School.
22	Maintain a smart appearance at all times wearing Facilities clothing provided and act as an ambassador for the Facilities team.
23	To work with your supervisor to identify any training and development needs and actively seek out improvement opportunities as well as undertaking professional development as required by the School.
24	To comply with all School policies and procedures and undertake training as required.
25	To safeguard the wellbeing of children at the School, including responsibility for reporting any child protection matters to the School's Child Protection Coordinator.
26	Any other duties commensurate with the level and grade of the post.



## Lichfield Cathedral School

Person specification			
Post:	Maintenance Operative		
Category	Ref.	Criteria	Assessment method
1. Qualifications			
Essential	1.1	Full UK driving licence	Application form/Interview
Desirable	1.2	City and Guilds Basic Craft	Application form
	1.3	NVQ level 2 in construction craft or grounds maintenance	Application form
	1.4	Construction Skills Certification Scheme card holder	Application form
2. Experience			
Essential	2.1	Five years experience within the building maintenance sector or grounds maintenance	Application form/interview
Desirable	2.2	Experience of working within an educational setting	Application form/Interview
Desirable	2.3	Experience of working with listed buildings	Application form/interview
3. Skills and Abilities			
Essential	3.1	Must possess good communication skills	Application form/interview
Essential	3.2	Must be able to demonstrate a sound knowledge of building trade skills and/or grounds maintenance	Application form/interview
Essential	3.3	Ability to work as part of a team and on your own initiative.	Application form/interview
Essential	3.4	Ability to work with enthusiasm and motivation without direct supervision or when part of a team.	Application form/interview