



JOB DESCRIPTION

Job Title: Maintenance Technician

Responsible to: Head of Development

Department: Maintenance / Facilities

Job summary:

Working in a team of 4, the Maintenance Department are responsible for maintaining the internal and external premises of the Charity to a very high standard.

Main Duties:

General repairs and remedial maintenance, to include, but not limited to:

- Internal and external repairs and maintenance.
- Door and lock repairs.
- Heating repairs and maintenance.
- Installation of domestic equipment (washing machines, dishwashers etc.).
- Roof inspections (this requires working at height).
- Ensure the Charity is always prepared for, attend and assist with Health and Safety inspections.
- Fire safety awareness and inspection compliance.
- Adhere to COSHH regulations.
- Site improvements, to include, but not limited to:
 - Project planning and some project management.
 - Project refurbishments.
 - Liaising with outside contractors.
 - Minor plumbing.
 - Kitchen and bathroom maintenance.
- Painting and decorating, to include but not limited to:
 - Prepping of areas ahead of painting / decorating.
 - Inside and out full rooms and touch ups.
 - Full room refurbishments.
 - Carpet fitting.
 - Radiators/skirting etc.
- Gardening, to include, to include but not limited to:
 - Grass cutting.
 - Planting.
 - Hard landscaping.
 - Weeding.
 - Cultivating.
 - Planning.
 - Hedges.

- Pest control.
- Groundwork installation.

Health and Safety:

- Maintaining, using and storing of equipment in line with health and safety requirements at all times.
- Keeping up to date with and working with the Charity's health and safety practices.
- Conduct and adhere to risk assessments.
- Hazard control.
- Safer working practices.
- Following appropriate training, Fire Marshall / Warden responsibilities.
- First Aid.

General Duties:

- To support Talbot House Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- To be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- From time to time, young people will be risk assessed to allow them to participate in certain projects as part of work experience.
- Participate in training, other learning activities and performance development as required.

The above list is not exhaustive and other duties may be attached to the post from time to time.

Carry out such other duties as may be allocated from time to time.

Variation may also occur to the duties and responsibilities without changing the general character of the post.

Note: We are committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS and continued subscription to the DBS Update Service.

To apply for the role please visit our website to download an application form at <https://www.talbothousecc.org.uk/jobs-at-talbot-house> alternatively complete the attached application pack, using the job description and personal specification to help you complete the additional skills, knowledge and experience section of the form.

We can only accept a completed Charity application form for this role. We are not able to accept CVs for this role, if you submit a CV it will not be reviewed. Please view our safer recruitment policy. Please do not hesitate to contact the Charity's HR Department for help should you require this.

Personal Specification:

	CRITERIA ESSENTIAL / DESIRABLE CRITERIA FOR THE ROLE & WHERE TO EVIDENCE	CRITERIA ESSENTIAL / DESIRABLE	EVIDENCED
	QUALIFICATIONS, TRAINING, KNOWLEDGE & EXPERIENCE		
1	Formal trade qualification	D	A
2	Health and Safety knowledge	E	A/I
3	Health and Safety training to an intermediate standard	D	A
4	Manual Handling training	D	A
5	COSHH Awareness training	D	A
6	At least two years' experience working in a maintenance role	E	A/I
7	At least 2 years' experience in painting and decorating	E	A/I
8	Experience of using ride on lawn mower	D	A/I
9	Building and trade experience	D	A/I
10	Experience of PAT testing and basic electrical maintenance	D	A/I
11	Gardening and plant knowledge experience, on a large site	D	A/I
	SKILLS & ABILITIES		
12	Intermediate IT skills in Word, Excel and Outlook	D	A/I/R
13	Ability to use and maintain basic power tools safely and correctly	E	A/I/R
14	Ability to follow instructions and work safely	E	A/R
15	Excellent time management and job recording skills	E	A/I/R
16	Ability to communicate politely and clearly with a wide range of people	E	A/I/R
	PERSONAL QUALITIES		
17	Self-motivated and able to use own initiative while remaining team focused	E	I/R
18	Proven ability to respond positively to a pressurised environment and adopt a positive approach to problem solving	E	A/I/R
19	Able to carry out tasks safely and as instructed	E	A/R
20	Ability to multitask and work flexibly to meet the demands of the post (duties and availability)	E	A/I
21	Work as an individual	E	A/I/R
22	Work as part of a team	E	A/I/R
23	Work under pressure as a positive individual or as part of a team	E	A/I
24	Willingness to work flexibly to work shifts between 7am and 7pm as requested, sometimes with short notice, however, usual business hours are 8.00am to 4.00pm, and our Maintenance Team usually work 6:30am to 3:00pm, pending the requirements of the role.	E	A/I/R
25	Willing to respond quickly to emergency situations, inside or outside of normal working hours	E	A/I
26	Driving licence and own vehicle	E	A
27	Clean and smart appearance		
28	Great sense of humour, enthusiasm, energy, integrity & a positive outlook	E	I
29	Good role model with a can do attitude	E	I/R
30	Enhanced clearance from Disclosure and Barring Service	E	Certificate

A = Application Form, I = Interview, R = Reference