

Role title: Maintenance Assistant

Reporting to: Head of Estates and Facilities

Role outline and accountabilities

To be responsible for the maintenance of Facilities and Health & Safety across dedicated Pivot Sites to ensure the smooth, effective and safe operation of these sites.

To support in the setup of new sites and facilities as directed.

Responsibilities

Facilities

- Responsible for timely completion of all maintenance and reactive tasks on our sites.
- Carry out regular and periodic inspections (including all statutory, mandatory requirements and insurance inspections) to maintain the efficiency and safety of all sites including fire safety, firefighting equipment and security systems.
- Carry out all necessary maintenance works on services and installations including electrical systems, heating and hot water installations.
- Maintain an accurate record of work completed on all sites.
- Support the arrangements in place to enable subcontractors to undertake routine and emergency breakdown maintenance both in and out of hours.
- Supervise the work of contractors as required when on site.
- Ensure that agreed work by contractors has been completed satisfactorily and report on any deficiencies to the Business Manager.
- Support regarding suitability of options for new premises.
- Respond appropriately to emergencies or urgent issues as they arise.

Health and Safety

- Support the Business Manager to ensure all buildings meet health and safety requirements and that facilities comply with legislation.
- Assist the Business Manager in arranging regular testing for electrical equipment and safety devices, including carrying out PAT testing on all sites as required.
- Support the Business Manager and external Health & Safety providers with regular site Health and Safety inspections.

Other

- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our learners, your colleagues and your own mental health.
- To treat all learners with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To carry out any other duties as requested by your manager.

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	- Evidence of training and experience in maintenance - Track record of success in equivalent role - Skilled tradesman - Experience of working closely with a wide range of stakeholders, e.g. contractors, staff, students and customers	- Previous experience of other trades - Working in a school environment - Health & Safety qualification
Knowledge and understanding	- A good level of understanding of Health & Safety - Clear understanding of the importance of creating a safe environment	Willingness to undertake internal and external training
Skills and abilities	- Good IT skills in Outlook, Word and Excel - Able to understand and apply regulations e.g. health & safety - Competent at basic building repairs and maintenance and grounds maintenance - Ability to adjust to constantly changing work demands and to meet competing deadlines - Good communication skills - Able to drive and have access to a car - Ability and willingness to work flexibly to complete assigned work	
Personal qualities	- Reliability and integrity - Adaptability to changing circumstances / new ideas - Maintains professional boundaries - A commitment to inclusive education - Resilience and perspective - Empathy and respect towards others	Determination to succeed and the highest possible expectations of self and others