



SOLIHULL

JOB DESCRIPTION: Multi-Trade Operative

- Responsible to:** Maintenance Manager
- Primary Responsibility:** To undertake both planned and reactive works required to repair, maintain and improve the buildings and facilities within Solihull School.
- Hours of Work:** 37.5 hours per week, Full time, full year role.
8.00am to 4.30pm.

Responsibilities:

The main responsibilities include:

- Carry out repairs and maintenance to include lock repairs, carpentry, plumbing, plastering, painting, roofing repairs (felt, tile & slate) floor laying as requested by the Head of Maintenance ensuring that work is carried out safely, efficiently and with minimum disruption to the school;
- Carry out planned works;
- Set up venues for planned events and clear when finished;
- Report all unsafe items or issues identified around or within the school to the Head of Maintenance;
- Work collaboratively with all colleagues to ensure an efficient and effective solution to any repairs or maintenance issues;
- Work flexible hours when required including occasional Saturdays;
- Work in a safe and clean manner ensuring work areas are kept clean and clear at all times;
- Perform other work-related duties when requested;
- Ensure you are in constant communication by using the 2-way radio system to deal with any queries, maintenance requests or emergencies.

General

- Promoting welfare and safety of all members of the school community, and adherence to the school's Safeguarding and Child Protection Policy;
- Support the aims of the school;
- Support all members of the school community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures;
- Participate in the management of the school by attending meetings as required;
- Adhere to the Health & Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the health and safety of all members of the school community, including visitors and the post-holder.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar, Headmaster and Head of Maintenance
- Annual Review

PERSON SPECIFICATION: Multi-Trade Operative

	ESSENTIAL	DESIRABLE
Qualifications/ Professional Bodies	Willingness to undertake training and development appropriate to the role Full UK Driving Licence	NVQ3 or above in a relevant subject IPAF MEWP Qualification
Experience	Previous experience of undertaking building trade tasks to a high standard.	Previous experience of working in an educational environment
Skills/knowledge	Good level of physical fitness, including the ability to lift, work at heights, work in confined spaces and in differing conditions A working knowledge of Health and Safety Legislation Skilled in undertaking a number of the following Tasks: lock-repairs, carpentry, plumbing, plastering, painting , tasks: lock-repairs, carpentry, plumbing, plastering, painting, roofing repairs and floor-laying	Awareness and understanding of safeguarding and welfare of children Working at height training Manual Handling training Mobile / Tower Scaffold Training
Personal Attributes	Commitment to safeguarding and promoting the welfare of children Ability to challenge colleagues and provide constructive criticism as required Ability to contribute to strategic plans Ability to reflect upon and improve own practice Ability to develop excellent working relationships with internal and external stakeholders Ability to work under pressure, organise and prioritise workload Ability to work on own initiative, work without direct supervision and solve problems An exemplary degree of personal integrity Physical and mental capacity to undertake the role	

	<p>Diplomacy, tact and empathy, with high levels of confidentiality</p> <p>Ability to draw clear, calm boundaries when appropriate</p> <p>Common sense</p> <p>Excellent attention to detail</p> <p>The capacity to remain calm and cope with the unexpected</p> <p>Highly professional manner</p> <p>Ability to problem solve</p> <p>Flexible attitude</p> <p>An exemplary attendance record in his/her past and present employment.</p>	
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Measurement of the criteria maybe through shortlisting, interview(s), testing and observation.