

Job Title	Maintenance Person
Reports to	Maintenance manager
Hours	37.5 hour a week Mon – Fri 0800 – 1600hrs
Holidays	25 days plus Bank Holidays + Christmas Closedown
Qualifications	Driving license (Depending on age)
Location	Repton
Salary	£27,000
Benefits	Company Pension Scheme Free membership of Repton Sports Centre

Role Overview

We are looking for someone who is flexible and enjoys working in a varied role, to work as part of our Maintenance Team and undertake general maintenance work and minor repairs across the whole school estate.

Experience in a similar role would be an advantage, but enthusiasm and a proactive approach are also important.

Requirement to be on call (Approx 1 week in 12)

Role Outcomes

Maintain a safe working environment and comply with all building codes and safety regulations.

High-quality repairs and installations that ensure that the school estate is fit for purpose and compliant with all regulatory standards.

Key Performance Indicator(s)

Zero accidents or safety violations, consistent use of personal protective equipment (PPE), and compliance with safety protocols.

Minimal callbacks or rework required due to the high standard of initial repairs and installations.

Role Responsibilities

The main duties and responsibilities of the Maintenance Person are as follows (this list is not exhaustive):

- To undertake maintenance duties and carry out minor repairs throughout the school, as directed by the maintenance manager.
- To deal with incidents such as flooding, blocked lavatories, broken glass and other situations as and when they arise.
- To clear drains, gutters and gullies on a regular basis, in accordance with agreed schedules
- To carry out minor plumbing work and repairs as needed.
- To complete any paperwork relating to maintenance work or repairs, as requested by the maintenance manager.
- To report any defects, incidents or concerns as and when they arise
- To inspect, maintain and repair tools and maintenance equipment, ensuring it is cleaned regularly
- To ensure that equipment and materials are stored safely and in accordance with statutory requirements
- To undertake all duties in a safe and responsible manner, satisfying all statutory requirements
- To liaise with school staff and contractors regarding maintenance and repair works as requested by the maintenance manager

- To attend training courses as required
- To assist other members of the maintenance team or other departments within the School as requested by the maintenance manager.
- To assist in other duties as and when required to ensure the smooth running of the School (e.g. preparation for high profile functions, implementation of the snow/frost plan).

Person Specification

Education and Qualifications:

- Current full driving license

Skills and Abilities:

- **Technical Skills:** Maintenance and DIY skills
- **Problem-Solving Skills:** Ability to analyze situations and solve problems efficiently.
- **Relevant Experience:** Experience in a similar role or in a maintenance or construction environment

Physical Requirements:

- Good physical condition with the ability to lift heavy objects, stand for long periods, and work in confined spaces.
- Stamina to perform physically demanding tasks, often in challenging environments.

Communication Skills:

- Strong verbal communication skills for interacting with supervisors, coworkers, and customers.
- Ability to read and understand blueprints, technical drawings, and instructions.

Personal Qualities:

- Good interpersonal skills, with the ability to develop effective working relationships with others
- Excellent time management and organisational skills
- Ability to remain calm under pressure and meet deadlines effectively
- Able to work as part of a team but also work well as an individual
- Self-motivated, with the ability to use initiative and pro-actively try to resolve problems
- Demonstrates a positive and helpful approach.
- Ability to be flexible to meet the needs of the school

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton / Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>