



ST LAWRENCE  
COLLEGE

**Job Description – Maintenance Team Member**

**REPORTING**

**Reports to:** Maintenance Supervisor

**Responsible to:** Support Operations Manager

**Key relationships:** Bursary Staff, House Masters/Mistresses and all Teaching Staff.

**PURPOSE OF ROLE**

As part of the Maintenance team to ensure that the College buildings are kept in good repair through the carrying out of planned and reactive maintenance jobs.

The school has a wide variety of maintenance requirements with every member of the team expected to turn their hand to any maintenance, Caretaking or compliance tasks required or as directed.

To assist other trade staff in carrying out a wide range of general tasks associated with the upkeep and maintenance of College premises as directed by the Maintenance Supervisor.

**Key Responsibilities:**

- **General Maintenance:** Perform repairs on plumbing fixtures (e.g., leaks in bathrooms, showers, toilets), install shelves, fix doors, install locks, tile surfaces, change light bulbs, conduct pool checks, unblock toilets and drains, and handle basic carpentry and painting tasks.
- **Compliance Testing:** Conduct routine checks and compliance testing, including emergency lights, fire extinguishers, external drains and gutters, and fire doors.
- **Furniture and Equipment Management:** Move furniture, boxes, and equipment as needed.
- **Caretaking Duties:** Provide cover for caretaking responsibilities, including potential overnight stays.
- **Event Support:** Assist in setting up and breaking down meeting and conference rooms, especially during exam sessions and school events.
- **Postal Duties:** Handle internal and external deliveries and manage the postal desk at the end of the day.
- **Contractor Supervision:** Oversee contractors as directed by the Maintenance Supervisor.
- **Work Environment Maintenance:** Ensure a clean working environment, including the workshop and outdoor tasks. Responsibilities include rubbish and recycling removal, sweeping, mopping, and emergency cleaning as required.
- **Customer Service:** Deliver excellent customer service and provide hands-on assistance when needed.

**Health and Safety:** All team members are expected to comply with the College's Health and Safety policies and proactively promote a safe working environment, including wearing personal protective equipment when necessary.

#### **Minimum Operating Standards:**

- Maintain a presentable appearance and wear corporate clothing provided by the College.
- Complete a thorough induction and training process; records will be maintained for each team member.
- Hold a valid, current full driving license.

#### **Security Responsibilities:**

- Ensure the security of all areas being worked in within the College.
- Report any suspicious activities to the Maintenance Supervisor or Support Operations Manager.
- Maintain a high level of security awareness.

**Training:** You may be required to undergo relevant training related to your responsibilities. Any training costs will be covered by the College, subject to prior approval.

#### **Skills and Qualifications:**

- Basic knowledge of building trades and a commitment to high-quality work.
- NVQ Level 2 in Building Maintenance preferred, or equivalent relevant experience.
- Plumbing skills are advantageous.
- Ability to work under tight deadlines and manage tasks in occupied buildings.
- Basic computer skills in Word, Excel, and Outlook.

#### **Additional Skills:**

- Strong communication skills and attention to detail.
- Ability to work both collaboratively and independently.
- Flexibility to adapt to changing priorities.
- Enthusiastic approach to customer service and professionalism.

#### **Remuneration, Benefits & Terms:**

- **Salary:** Dependent on experience and expertise.
- **Hours of Work:** This is a zero-hour contract, with work scheduled as needed. Weekend and evening work may be required, including up to 6 Saturdays per school year.
- **Holiday Entitlement:** Pro-rata based on 23 working days per year plus Bank Holidays.
- **Pension:** Baseline Scheme, with the option to join the College's Stakeholder Pension Scheme on a contributory basis.
- **Compensation for Extra Work:** Evening and weekend work may be compensated with time off in lieu or paid, as agreed with the Support Operations Manager.

#### **Working for St Lawrence College:**

- Comply with the College's Child Protection & Safeguarding Policy.

- Promote the welfare of children and report any concerns immediately.
- Maintain confidentiality regarding sensitive information related to students and staff.
- Uphold the College's Equal Opportunities policies and responsibilities regarding health, safety, and the environment.
- This role requires a DBS check and certificate number.

**Review Process:** This job description will be reviewed at the end of your probationary period and annually thereafter.