



Maintenance Operative	
Reporting to:	Head of Estates
Working hours:	Full time (37.5 hours per week)
Salary:	£20,719 - £24,342 per annum (scale point 13 to 18 on the Plumpton College pay scale)
Position code:	PC S3
Annual leave:	26 electable days plus 8 statutory days, and up to 5 efficiency days at Christmas

Job Purpose

The Maintenance Operative works as part of our estates team and plays a proactive role in keeping the external and internal fabric of the Plumpton estate, together with its plant and services, in the best possible order. They will ensure that the site is ready for the varied demands of students, staff and visitors whilst also working to reduce the college's carbon footprint.

This role demands a blend of coordination and hands-on practical activity to work closely with the wider estates team and cross college colleagues. The Maintenance Operative will report directly to the Head of Estates who is responsible for managing the Estates Department.

Duties and responsibilities of the job

1. Main Duties

a.	All aspects of planned and reactive maintenance including but not limited to Carpentry which will include hanging doors and installing skirting and architrave and installing all aspects of wood work to a high standard, plumbing to including replacement taps, showers and unblocking drainage, Plastering, painting and decorating to a high standard this will include involvement with new projects and refurbishments.
b.	Assisting other teams and departments within Plumpton College, as directed by the Head of Estates
c.	At times assist the site caretaker (site Operative) with the college's waste management
d.	Ensure compliance with COSHH regulations within cleaning and maintenance stores
e.	Undertake such tasks as are necessary to maintain sufficient, appropriate and clear signage relating to aspects of safety (for example; speed limits, location & directional signs, fire safety, hazard warning)
f.	Act as a Fire Warden for the main college building and assist in fire safety system testing and inspection

g.	Conduct regular site checks and proactively address issues encountered (for example; trip hazards, broken fittings, unsafe building conditions). Ensure all issues that cannot be rectified are appropriately reported
h.	Support the Student Services team to ensure that buildings are secured and appropriately protected at all times
i.	Work with other teams to quickly and safely cordon off risk areas on site; ensure clear follow on communication
j.	Work at height when requested, carrying out tasks such as gutter cleaning and the repair of roofs and windows.
k.	This role will include manual handling on a regular basis, moving heavy items at times.
l.	Diving medium size vehicles such as Vans mini buses and fork lift when required.

2. *Site presentation*

a.	Ensure that all deliveries are swiftly moved to correct department locations and provide general portering assistance across the college
b.	Conduct daily checks and periodic audits to ensure that classrooms and communal areas are professionally presented and set up as per user demands. Utilise the Helpdesk system to act on staff set up requests
c.	Support the wider Estate and IT teams to carry out office moves for colleagues within agreed timescales
d.	Support other college teams in setting up facilities for events. On occasions, work as part of a wider team to ensure the successful delivery of these events (for example; visitor parking, site tours).

3. *Building maintenance & efficiency*

a.	At times control external lighting to achieve maximum efficiency without compromising safety
b.	Carry out guttering & drain inspections and undertake remedial work where possible
c.	Act in such a way to minimise electricity, water, gas and oil consumption. Carry out site checks to cut wasteful activity and challenge and influence the behaviour of others to adopt a mindful approach to utility usage. Where required, support colleagues to obtain meter readings and undertake investigative work
d.	Performing other tasks as directed by the Head of Estates

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive

- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Minimum Level 2 in literacy and numeracy
b. A relevant trade qualification
c. Full UK driving licence, for a minimum of two years
d. Willingness to learn to drive vans and minibuses
e. Able to demonstrate competency in other trades and disciplines
f. A sound awareness of current Health and Safety requirements as they relate to property maintenance
g. Sufficient IT skills to perform the job role efficiently: Outlook, Word, Excel, Office 365, Teams
h. A good team worker who is able to work alone, using own initiative
i. Adaptable and willing to support other teams across the College
j. Attention to detail with a high standard of workmanship
k. Friendly and approachable, with a commitment to providing a high level of customer service
l. Ability to creatively problem solve
Desirable criteria for the post
a. A working knowledge of plumbing and painting
b. Experience of using an electronic pre-planned/reactive maintenance system and a building management system
c. An understanding of the College's values and ethos

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 07:30hrs to 16:00hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is a permanent, all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave must be booked online via the HR/Payroll system.

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. Access to Employee Assistance Programme, Cycle to Work Scheme and staff discounts.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.