



Maintenance Operative	
Reporting to:	Estates Manager
Working hours:	Full time (37.5 hours per week) (FTC – 2 years from appointment)
Salary:	S3 (SP16-20) £25,053- £28,039
Annual leave:	26 Days plus public holidays and college efficiency days

Job Purpose

The Estates Operative works as part of a team and plays a hands-on practical and proactive role in keeping the buildings and facilities of the Plumpton College estate professionally presented and working properly. In doing so, the post holder plays a pivotal role in ensuring that the site is ready for the varied demands of students, staff and visitors.

Duties and responsibilities of the job

1. Main Duties

a. All aspects of planned and reactive maintenance including the involvement with new projects and refurbishments.
b. With direction from the Maintenance Lead, safely and professionally carry out a range of daily maintenance tasks to a high standard in compliance with relevant risk assessments. As an example, such tasks could include: <ul style="list-style-type: none"> a. Door & window servicing – alignments, handle & lock replacements b. Installations – signage, noticeboards, dispensers, fixed furniture & blinds c. Assembly – office & residential furniture, animal enclosures, storage equipment & benching d. Basic carpentry – shelving, architrave & skirting boards e. Ground works – path formation, fencing, drainage installation & repair f. Decorating – preparation & finish
c. 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).
d. Act as a Fire Warden for the main college building and assist in fire safety system testing and inspection.
e. Support the Student Services team to ensure that buildings are secured and appropriately protected at all times.
f. Support the wider Estate and IT teams to carry out office moves for colleagues within agreed timescales.

g.	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).
h.	Work with other teams to quickly and safely cordon off risk areas on site; ensure clear follow-on communication.
i.	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.
j.	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.	A relevant trade qualification and experience; for example, carpentry.
b.	Full UK driving licence, for a minimum of two years with the ability to, or a willingness to learn to drive larger vans and minibuses.
c.	Excellent manual handling skills and the ability to work at height.
d.	Able to demonstrate competency in multiple trades and disciplines. As part of this, the ability to demonstrate strong attention to detail with a high standard of workmanship.
e.	A sound knowledge of the safe use and application of maintenance tools.
f.	A sound awareness of current Health and Safety requirements as they relate to property maintenance.
g.	A good team worker who can work alone, using own initiative and creatively solve problems.
h.	Adaptable and willing to support other teams across the College.
i.	Friendly and approachable, with a commitment to providing a high level of customer service
Desirable criteria for the post	
a.	Additional qualifications and experience in more than one trade (e.g plumbing, electrical, carpentry, decorating, building systems).
b.	Experience & qualifications in operating grounds machinery (e.g excavator)

CONDITIONS OF EMPLOYMENT

Date issued...

JD category

Agreed by

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 an all year-round post on a fixed contract length of 2 years. 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 Local Government Pension 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.