

Carpenter bias Multi-Skilled Building Operative

Job Purpose

To provide general maintenance duties within the skillset and assist the maintenance team in ensuring planned and reactive works are completed in a timely fashion, to a high standard, within agreed target dates and in a safe manner.

To be part of a team delivering first-class building maintenance, redecoration and refurbishment work to ensure that school facilities, equipment, plant, premises and grounds of the school are maintained at the highest possible state of operational readiness, cleanliness and appearance, working to budget and achieving high levels of customer satisfaction.

To assist in making the School a clean, healthy and safe environment for all. To contribute to the safeguarding and promotion of the welfare and personal care of children and young people, ensuring adherence to all Health and Safety measures and policy.

Receiving electronic work orders via smartphone, and working as part of a team or working independently, carry out a planned and reactive maintenance service, as efficiently and effectively as possible

The normal hours of attendance will generally be 8.00am to 4.30pm (inclusive of a 45-minute unpaid lunch break), Monday to Friday inclusive, but expected to work such hours as necessary to discharge his/her duties efficiently and conscientiously.

Hours

The post holder will also be expected to participate in the school's emergency call-out system.

This also includes attending 3 Saturdays per year to assist in the school's open days, speech days and exam days

Report to

Maintenance Supervisor
Maintenance Manager

Department

Maintenance

Key Responsibilities & Accountabilities

To undertake planned preventative and reactive maintenance work across all School buildings. The post holder will also receive training to support and provide a skilled maintenance service that may include, but is not limited or restricted to:

Skilled maintenance includes but is not limited to:

- All aspects of carpentry/ joinery, repairing sash windows, soffits, facias, fencing, making shelves and units, etc
- Maintain and repair ironmongery, locks and access control equipment, repairs to suspended ceilings, repairs to skirting and fixed furniture
- General repairs to buildings identified through risk assessment and fire risk assessment typically include adjusting/replacing door closers, installing lippings and fire smoke seals.
- Minor wet trade repairs, including small-scale plaster repairs
- Repairing/replacing ceramic tiling and silicone sealing
- Measuring and scheduling materials, planning corrective repairs.

General Maintenance

- Internal and external small-scale painting and decorating.
- Clearing of building gullies and guttering.
- Clearing/cleaning rainwater drainage channels.
- Basic glass replacement/emergency boarding up/ making safe.
- Basic plumbing, replacing toilet seats, toilet cisterns, showers, taps (training will be provided)
- Clearing blocked and replacing leaking drainage.
- Work alongside and enable other trades
- To carry out flushing of infrequently used water systems if required.

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- To liaise with building users to minimise the impact of work and to keep them informed of progress.
- To drive Estates vehicles through the course of their normal duties.
- To undertake training to obtain further skills to the benefit of themselves, the Department and the wider School.
- To utilise electronic systems for logging and completing work (training will be given)

Physical requirements: The post holder will be required to visit all parts of the school's estate to inspect work carried out and assess needs that arise, this may involve entering roof spaces, cellars and other relatively inaccessible places. An appropriate level of physical fitness is required.

Secondary Functions: To undertake any other duties and responsibilities commensurate with the grade of the post, as directed by the line manager. These variations will not change the general character of the post or the level of responsibility entailed.

This job description is a guide to the work the post holder will be required to undertake. It may be amended from time to time to meet changing circumstances. It is expected that the job description will be regularly reviewed by the post holder and their line manager.

Personal Specification

Qualifications / Experience

Essential

- Relevant qualifications in a trade discipline, preferably through an Apprenticeship or 10 years' experience using general building skill sets
- Significant recent experience working in a maintenance environment
- Current full driving licence.

Desirable

- Experience of working on educational establishment sites or similar environments

Skills and Knowledge

Essential

- A working understanding of Health & Safety in the workplace
- Basic keyboard and smartphone skills
- Ability to mentor and train other members of the team if required.
- Knowledge of Building Regulations/ Standards.
- Previous working at height experience and relevant related training

Desirable

- Previous asbestos training (training will be provided)
- Previous manual handling training (training will be provided)
- Previous scaffold/ladder/mobile platform certification and training (training will be provided)

Personal Qualities

Essential

- Ability to demonstrate a proactive approach to a busy and varied
- Ability to communicate effectively with a wide range of stakeholders
- Possess a flexible approach and a positive attitude to change
- Possess a positive "can-do attitude"
- Ability to work effectively as a member of a team
- Ability to prioritise own workload and work to deadlines
- Ability to work in a continually improving environment
- Willing to learn new skills and attend training courses.

Safeguarding

In essence, Operational staff are the "eyes and ears" of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.

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- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

General Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to and ensure compliance with the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk, who will put you in touch with the Head of Maintenance, Guy Griffiths

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