

## **Key Responsibilities**

### **Maintenance & Minor Works**

- Carry out minor repairs and general maintenance across multiple school sites
- Complete practical tasks such as:
  - Painting and decorating
  - Basic plumbing (e.g., taps, leaks, blockages)
  - Carpentry and fixtures/fittings repairs
  - Minor building fabric repairs
- Undertake planned preventative maintenance tasks as directed
- Support small refurbishment and improvement projects
- Respond to urgent maintenance issues within the cluster
- Provide rapid operational assistance where site teams are unavailable
- Support schools during peak workload periods
- Assist with contractor supervision when required
- Support site teams with larger maintenance or improvement activities
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### **Compliance & Safety**

- Support statutory compliance checks where required
- Ensure all works are completed safely and in line with Trust procedures
- Identify and report hazards, defects, and risks
- Follow health & safety regulations and safe systems of work

### **General Duties**

- Maintain accurate records of works completed
- Communicate effectively with Cluster Manager and site teams
- Work collaboratively with Site-Based Officers and Central Estates Team
- Undertake other reasonable duties consistent with the role

## **Person Specification**

### **Essential**

- Experience in general maintenance / caretaking / building trades
- Practical skills across multiple disciplines (decorating, basic plumbing, repairs)
- Ability to work independently across multiple locations
- Good problem-solving skills
- Full UK driving licence
- Understanding of health & safety in a site environment
- Good communication and interpersonal skills

### **Desirable**

- Trade qualification or relevant vocational training

- Experience working in a school or multi-site environment
- Knowledge of compliance / statutory checks
- Basic IT skills (email / work logging)