

# SECAT TRUST ESTATES TEAM

## Job Description

<b>Post Title:</b>	Estates Technician
<b>Grade:</b>	Level 5 Point 8 – 12
<b>Hours:</b>	37 hours per week
<b>Responsible To:</b>	Trust Estates Manager/Head Estates Technician
<b>Location:</b>	Based at either Shoeburyness High School or Hinguar Primary school and working across all sites within SECAT as required

### Purpose of the Job:

Support the Estates team by carrying out a range of caretaking duties including security and supervision of the site and related equipment, and other caretaking duties including portering, cleaning and maintenance.

### Duties and Responsibilities:

#### Security and Supervision

- To act as a key holder, carrying out security procedures for the building and grounds. The routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off if the burglar alarm(s).
- Provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. Undertake any necessary action as directed by the trust Estates Manager in the event of bad weather or emergency e.g. clearing snow or ice from paths, dealing with flood, fire, break in etc...
- Dealing with enquiries from workers and contractors and, where appropriate advising the line manager of their presence.
- Attempting to prevent unauthorized access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice for Managing Violence in Schools).

#### Caretaking and Maintaining

- Undertaking cleaning of allocated area(s) and maintaining storage areas.
- Responsible for the operation and maintenance of lighting and heating equipment, which requires working at heights.
- Carrying out first line repairs, maintenance and refurbishments which are not beyond the scope and capability of the postholder including:
  - Plumbing work – e.g. repairing a leaking pipe, simple installation work, such as plumbing in a new tap, or replacing washer etc.
  - Redecoration as appropriate.

- Ensuring that adequate supplies of are available i.e. paint, toiletries
- Ensuring equipment is in a safe and working condition and inform line manager.
- Carrying out routine procedures, checks and compliance.
- Carrying out school based procedures in the event of a fire, flood, breaking and entering, accident, or major damage.
- Arrange and/or carry out the movement of furniture and equipment within the site and assist with the checking off and distribution of items delivered to the site. This may involve lifting heavy items and the use of mechanical lifting aids.
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate. Undertake cleaning as required to support Estates Team
- Issuing soap, toilet rolls and paper towels and such other items as required by the school but not provided under the cleaning contract.

### **Other duties**

- Undertaking letting and related duties as appropriate in accordance with the provincial agreement school activities. This will be on a weekend rota basis.
- To carry out daily litter collection around the school site as required throughout the day.
- Assist maintenance staff with construction work as required e.g. groundwork, stud wall construction and demolition.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Trust Estates Manager to carry out appropriate duties within the context of the job, skills and grade.

**Post Holder's Name:** .....

**Signature:** .....

**Date:** .....

**Line Manager's Name:** .....

**Signature:** .....

**Date:** .....

## Maintenance Technician Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• IT Literate (training will be given on school systems)</li> <li>• Manual Driving Licence</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in facilities management</li> <li>• Practical hands-on approach to problem solving</li> <li>• Experience of working in a high volume, fast paced environment</li> <li>• Understanding of the impact of failure/downtime</li> <li>• Experience and ability to work at heights</li> </ul>	<ul style="list-style-type: none"> <li>• Mechanical, electrical background</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work in a diverse and dynamic environment and to prioritise work effectively</li> <li>• Ability to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Ability to respond positively to and actively support Senior Management within the Trust</li> <li>• Understanding Health &amp; Safety practices</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Available to act as key holder as required</li> <li>• Able to maintain confidentiality in all circumstances</li> <li>• Good communication and interpersonal skills</li> <li>• Proactive approach to work being responsive, empathetic and supportive to all within the School/Trust</li> <li>• Able to establish effective relationships with those working in and with the school</li> <li>• Ability to build and form good relationships with colleagues and work collaboratively across the Trust</li> <li>• Embraces personal challenge</li> <li>• Is resilient, optimistic and open to change</li> <li>• Can do attitude</li> <li>• Understand the importance of physical and emotional wellbeing of staff and pupils</li> <li>• Have a sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Able to contribute new ideas and ways of working</li> </ul>