

**JOB DESCRIPTION**

**Job Title: Building Maintenance Worker**

**Reports To: Estates and Facilities Manager**

**Hours: Full time/37 hours per week**

**Salary: £27,192 per annum**

**Closing Date:**  **Friday 25th April 2025 at 5 pm**

**Job purpose:**

Under the direction of the Estates and Facilities Manager you will have responsibility for the delivery of high standard building and site maintenance activities to meet organisational and statutory compliance requirements.

**Essential Duties and Responsibilities**

* + Meet cyclical preventative maintenance requirements to a high standard as directed by the Estates and Facilities Manager.
	+ Respond to and maintain service desk requirements and ensure effective delivery.
* Provide support for the call out rota if required, by the on-call engineers.
	+ Pro-actively respond to emergency and reactive maintenance requirements.
	+ Undertake a broad mix of maintenance and repair duties around the campus to maintain standards.
	+ Oversee contractors when external input is necessary, as directed by the Estates and Facilities Manager.
	+ Ensure delivery is consistent and within all relevant guidance and legislation.
	+ Report activity and delivery schedule to the Estates and Facilities Manager.
	+ Assist in the Site Management planning services.
	+ Contribute to the organisation’s response to cleanliness, health and safety, risk management, communication and standards of service provision.
	+ Contribute to the self-assessment of the quality of the organisation’s service.
	+ Participate in the organisation’s performance management procedures and continuing professional development (CPD) opportunities to support quality and improvement of staff attainments.
	+ Ensure compliance with the organisation’s policies and procedures.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job description may from time to time be undertaken by the Job Holder.**

RNC is an equal opportunities employer welcoming application from all sections of the community. We are committed to safeguarding and all successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Eligibility to work in the UK is required.

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| **PERSON SPECIFICATION –** SkilledBuildingMaintenance WorkerEssential and Desirable criteria will be assessed using a range of methods that may include application form, interview, task or test, presentation of certificates or required document. Consideration will be given to candidates who may not hold all the essential requirements but who can demonstrate equivalent and relevant experience. |
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| **ATTRIBUTES** | **ESSENTIAL /MINIMUM** | **DESIRABLE**  |
| **Experience** | * Demonstrable recent experience post qualification in a similar role
* Experience in taking apart machines, equipment, or devices to remove and replace defective parts.
* Experience performing routine maintenance.
 | * Experience of working in an education or residential setting
* Experience of providing an emergency on-call service
* Working with people with a disability
* Working with young people/youth work
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| **Knowledge/skills** | * Excellent understanding of a range of building maintenance techniques.
* Good verbal and written communication skills.
* Ability to follow technical drawings and plans.
* Skilled in the use of hand and power tools
 | * Awareness of the needs of people with disabilities
* Understanding of safeguarding and a commitment to safe practice
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| **Qualifications and training** | * Relevant Trade Qualifications
* Evidence of professional updating
* Sound understanding of Health & Safety requirements.
* Sound understanding of Building Regulations
 | * Advanced relevant Trade Qualifications
* Fire Safety Awareness Training
* Legionella awareness.
* Fire door awareness.
* Trade qualifications
* H&S qualification.
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| **Aptitudes and abilities** | * Reliable and trustworthy
* Flexibility within work patterns to meet organisation needs and deadlines.
* Ability to respond within 30 minutes if called to the College to provide on-call support.
* Positive towards improving quality.
* Working well within a team
* Willingness to undertake additional training and attend staff development days as necessary to fulfil requirements of the role.
* Commitment to equality and diversity and its active promotion
 | * Ability to prioritise workload.
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| **Disposition, attitude and motivation** | * Good punctuality
* Good interpersonal skills
* Effective team worker
* Can work based on own initiative and is self-motivated.
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| **Additional/other** | * Enhanced DBS (Disclosure & Barring Service) disclosure required prior to appointment being confirmed
* Eligibility to work in the UK
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