



Farney Close School,

Bolney Court, Bolney, West Sussex, RH17 5RD

Job Description

Job Title: Maintenance Technician

Reports to: Estate Manager

Main purpose of the job

The main purpose of the job is to carry out all general day to day maintenance at Farney Close.

Main Tasks:

- To work flexibly and collaboratively with colleagues in the Premises Team to ensure the highest standards of safety, security, decoration, cleanliness and service are achieved.
- To undertake routine health and safety and compliance checks as required.
- To responding to reactive maintenance requests as directed by the Estate Manager.
- To utilise the school's Premises fault logging system.
- To liaise with and supervise contractors as required.
- To ensure correct and safe usage of maintenance products and equipment.
- To identify and report health and safety matters to the Estate Manager immediately.
- To adhere to safe working practices, methods and procedures, undertaking relevant training and development activities.
- To maintain effective communication with both staff at all times.
- To ensure safe and effective use of time, particularly at times when lone working.

- To use initiative in completion of routine tasks and source assistance from the Estate Manager as and when required.
- To compile reports on site maintenance issues, for the Estate Manager, when required.
- To complete relevant premises administration and compliance tasks to a high standard.
- To use electrically powered equipment as required.
- To assist with setting up rooms for functions and events and moving furniture around the school as required.
- To undertake work on the grounds as required by the Estate Manager.
- To be pro-active in reporting items requiring repair or replacement to the Estate Manager.
- An additional allowance can be awarded for any qualification held i.e. plumbing, carpentry, electrics. You will be expected to carry out duties in your area of expertise as directed by the Estate Manager. This will be reviewed on an annual basis.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.

The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder during their annual appraisal.

The post holder is expected to comply with all relevant Farney Close policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.

Name:	
Signature:	
Date:	

18.09.2023