

## JOB DESCRIPTION – 2022

<b>Job Title:</b>	Estates Technician
<b>Reports to:</b>	Estates Manager
<b>Department:</b>	Estates
<b>Hours per week:</b>	37.5 hours per week 9.00am – 17.30pm Monday to Friday Term Time & 8.00am – 16.30pm Monday to Friday Non-Term Time
<b>Key Working Relationships</b>	
<p>Estates Manager  Maintenance Team  Estates Technician  House Manager  Housemaster/mistress  Boarding House Staff  Health and Safety Adviser</p>	
<b>Job Summary</b>	
<p>This role involves:</p> <ul style="list-style-type: none"> <li>- Working as part of the small maintenance team under the guidance of the Estates Management Team to provide an efficient maintenance service to all School buildings.</li> <li>- Working in conjunction with the Estates Management Team and the House Manager carry out general maintenance tasks and assist with refurbishment works project, as and when required.</li> <li>- Being proactive and able to identify and report on faults or damage to buildings by raising the required paperwork.</li> <li>- Working closely with outside contractors when required for any maintenance requirement and any small works projects as directed by the Estates Management Team.</li> <li>- Working closely with the Estates Manager on planned maintenance requirements by House Managers for minimal disruption to the School's core objectives and to adhere to the school's Health &amp; Safety policies at all times.</li> <li>- Undertaking carparking duties during term time 16:00 – 17:30 Monday to Friday at the Pepper Lane pick up point.</li> </ul>	
<b>Duties and Responsibilities</b>	
<b>Regulatory and Compliance checks</b>	
<ul style="list-style-type: none"> <li>• In accordance with the Estates Technician Maintenance Schedule, carry out preventative maintenance and regulatory required building &amp; equipment checks. These include but are not limited to buildings, boiler rooms, fire alarms, emergency lights (visual and physical), fire doors and water temperature checks.</li> <li>• As detailed on the Estates Maintenance Technician Schedule, record all checks as required and carry out any repairs as necessary. Report any defects on the Maintenance Ticket System which require additional support/expertise.</li> <li>• When working in School buildings, regularly check escape routes are free from obstruction, ensuring that any obstructions are removed. If it is not</li> </ul>	

possible to remove the obstruction, immediately report the obstruction to the House Manager

- Conduct regular visual checks on glazed areas including windows, doors and panelling ensuring that any damage is made safe as soon as practically possible and the maintenance repair request is raised on the Maintenance Ticket system.
- To work within and adhere to Health & Safety Guidelines and relevant School Policies
- Using correct PPE, tools, chemicals and equipment in accordance with legislative guidance and School policy

### **Boarding House Maintenance and Repair**

- Working with the House Manager and Estates Management Team, be responsible for Maintenance and repair of all buildings – internally and externally throughout the Boarding Houses, undertaking small renovation projects and working to a high standard
- In accordance with the Estates Technician Maintenance Schedule, be responsible for and proactively identify and repair damages/faults/minor renovation tasks.
- Be proactive and responsible for general maintenance tasks within the Boarding House including but not limited to:
  - Changing light bulbs and tubes within site Risk Assessments & dispose of using the battery and waste tube boxes located in the Estates office compound.
  - Changing tap washers
  - Painting and decorating rooms corridors public areas
  - Minor tasks such as hanging mirrors, pictures, assembling flat pack furniture as requested by the House Manager
  - Moving furniture and equipment within your capabilities and adhering to Health and Safety guidelines or seek assistance where necessary.
  - Assist the domestic staff with limited cleaning duties appropriate to the task when all checks have been completed.

### **Technology & Communication Aides:**

- Throughout the day, regularly check emails and the Estates Technician's handheld PDA for tickets, emails and maintenance updates.
- Carry and use the two-way radio at all times to communicate with the Maintenance Team ensuring it is safely stored away and charged at the end of each working day.

### **Other**

- Willingly assist as necessary other trades within the Estates and Facilities department

- Carry out general maintenance tasks, as instructed by the Estates Management Team and assist with refurbishment works projects as and when required.
- Attend any training required by the School to enable the Estates Boarding Technician to carry out their duties safely and effectively

The above guidelines are just a snap shot of the expectations required to fulfill the role and the Estates Technicians are expected to have a proactive approach and assist in all aspects of the day to day maintenance of the houses to keep them looking and running as best as they can be.

**Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

**Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.