

Job Title:	Maintenance Officer
Post Ref No:	
Directorate:	Children and Young People
Division:	Schools
Grade:	HBC 4

MAIN PURPOSE OF THE JOB:

To be reasonable for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school/site locations.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications	Educated to GCSE standard or able to demonstrate equivalent experience. Numeratorate and literate Trade Qualification	NVQ Level 1 or 2 Cleaning Building Interiors City in guilds Cleaning Science	Application Form Reference Certificate
Experience	Experience of undertaking minor repairs, maintenance and improvement tasks. Experience of building security and alarm systems.	Previous experience of caretaking and or cleaning in a school environment.	Application Form and interview

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share in this commitment

	<p>Administration/clerical duties including computerised and manual record keeping.</p> <p>Adhering to Health & Safety Regulations including undertaking Risk Assessments.</p> <p>Previous experience of supervising and training staff.</p> <p>Operation of planned maintenance programme work including routine inspections and monitoring contractor compliance.</p> <p>Stock control management and monitoring.</p>		
Skills and Abilities	<p>Good organisation skills in relation to managing own workload.</p> <p>Ability to supervise and motivate other members of staff.</p> <p>Ability to undertake basic staff training relevant to the job.</p> <p>Ability to communicate with a variety of individuals including external contractors.</p> <p>Ability to use correctly basic power tools and other equipment to make repairs and improvements.</p>		Application Form and Interview
Other Requirements	<p>Ability to meet the physical demands of the post i.e. carry heavy and cumbersome objects, ability to work up ladders.</p> <p>Ability to work on a flexible basis in relation to working hours including out of hours emergency call outs.</p>		Application Form and Interview

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