

The Education People

Maintenance and Facilities Person – Outdoor Learning Centres (Kent)

May 2021

Service: The Education People – Outdoor Learning Service
Outdoor Learning Centres

Salary: TEP4

Reporting to: Operations Manager

Purpose of Role:

- Ensuring the building and grounds of the centres are maintained to a high standard. Ensuring all relevant health and safety regulations and legislation are adhered to.
- Undertaking minor 'repair and replace' jobs across the Outdoor Learning Centres.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Annex A: Main duties and responsibilities:

- Carry out relevant regular health and safety and fire regulation checks on buildings, equipment (not activities equipment) and vehicles as required to ensure the safe running of the Centres.
- Undertake daily and seasonal maintenance of the Centres and equipment to ensure a safe and pleasant environment.
- Ensure the presentation of the Centres is maintained to a high standard.
- Ensure outside areas are clean and tidy including grass cutting and grounds maintenance, including tractor driving as required.
- Attend training courses as required.
- Maintain adequate supplies of materials to ensure the basic maintenance needs of the Centres are fulfilled.
- Carry out regular inspections and record/report as necessary the findings using a variety of communication tools to ensure timely response to any faults damage or repairs required.
- Ensure vehicles, equipment and machinery are regularly inspected cleaned and maintained.
- Where necessary, report, accompany, assist and ensure completion of TFM contracted work.
- The ability to work and travel at different Outdoor Learning Centres.

Annex B: Person Specification

	Criteria
Qualifications	<ul style="list-style-type: none"> • Clean Driving license with D 1 category
Experience	<ul style="list-style-type: none"> • Use of a range of tools and machinery including grounds maintenance equipment such as hedge trimmers, strimmers and tractors • Practical experience of general building repairs and maintenance from working in a multi trades environment • Creating, implementing and managing a robust work and maintenance schedule • Using a range of communication methods including Microsoft Word, Excel and E-mail • Carrying out scheduled health and safety checks as well as fire evacuation drills • Overseeing and signing off contractors works
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work well, alone and as part of a team • Ability to organise own workload while balancing constantly changing priorities according to the operational needs of the centres • Good communication skills for regular interaction with customers, colleagues, internal and external agencies • Ability to travel to meet the requirements of the service • Ability to work weekends and evenings on a shift basis • Previous experience of basic electrics, carpentry, plumbing, building, grounds maintenance
Knowledge	<ul style="list-style-type: none"> • Knowledge of Health, Safety, Fire, Legionella, environment and asbestos legislation and reporting requirements • Awareness of Data Protection and confidentiality issues • Able to carry out risk assessments and understand their purpose • Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety • Basic understanding of septic tanks and water treatment works

Annex C: Company Values and Expectations

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.