



WREKIN

Independent school 4 - 18

MOBILE MAINTENANCE ASSISTANT





Dear prospective candidate,

Thank you for your interest in employment at Wrekin College, comprised on Wrekin Prep (4-11), Wrekin Senior (11-16) and Wrekin Sixth (16-18). This brief introduction to working here is intended to give you a feel for the School, for our direction and our ethos, as well as a summary of the many benefits of living and working here.

The role offers an outstanding opportunity to work in a thriving independent day and boarding school with an outstanding provision for pupils and a positive and forward-looking staff and senior leadership team. It's an exciting time of investment and development at Wrekin College. If working in a progressive and aspirational school which has deep traditions and a strong ethos is for you, then please read on.

We have high expectations at Wrekin College and our pupils are immersed in a rich, all-round education. Music, drama, sport and outdoor education are all part of a rich tapestry of opportunity for every Wrekin pupil. We regularly compete at a national standard in both music and sport which should not belie our commitment to access for every individual and a spirit of 'give it a go'. All staff at Wrekin work very hard to support our pupils. We aspire to see Wrekin College as a global leader in co-educational pedagogy, in educational innovation and in the wellbeing of pupils and staff.

Wrekin College prides itself on being pupil focused. Whilst recognising the proud traditions which underlie our community, we are progressive in our approach to teaching and learning, pastoral care and co-curricular activities. We recognise that our staff are our most important resource in ensuring the very best of outcomes for our pupils. When it comes to staff recruitment, we are looking for talented people from all backgrounds with a wide variety of skills, interests and opinions to join our community.

With its situation in the natural beauty of Shropshire, our vision is for a fully co-educational day and boarding school to which access is broad and balanced, in which staff and pupils together make up a diverse and mutually supportive community of learners, in which pupils develop self-agency through opportunity and in which there is a culture of giving and service from which pupils leave with values for life and skills for the 21st century.

For further information about Wrekin College please visit our website and for an informal discussion about this role, please email recruitment@wrekincollege.com.

If you think that this role might be for you then we look forward to hearing from you.

About Wrekin

Wrekin College (11-18) and Wrekin Prep (4-11) share a beautiful 100 acre campus in central Shropshire. Wrekin Prep (formerly known as Old Hall School) is a day school, while Wrekin College (comprised of Wrekin Senior and Wrekin Sixth) is a day and boarding school.

The school has a proud and distinguished history and continues to grow, innovate, and invest to give its students the best possible preparation for the future.



With pupils from 4 to 18 years of age, the school has a strong philosophy of providing individual attention to pupils and, through a holistic approach to education, adding value to their lives. Whilst being proud of its traditions, Wrekin is forward-thinking in its approach and embraces change and innovation.

Spanning 100 acres, Wrekin Senior benefits from outstanding facilities, including a Music School, dedicated Art School, Design School, purpose-built 200-seat theatre, fitness suite, squash courts, two floodlit all-weather (astro) pitches, cricket fields, rugby pitches, tennis and netball courts, Dance Studio, Food Technology kitchen, sports halls, gymnasium, six-lane 25m indoor

swimming pool, Fives courts, indoor rowing facilities, computer suites, library, Chapel and Sixth Form Centre.

As well as benefiting from sharing Wrekin Senior's facilities, Wrekin Prep also boasts its own impressive facilities including science lab, art studio, IT suite, music and drama room, individual music practice rooms, Learning Support suite, dedicated dining space and assembly hall with theatre-style seating.



The Role

MOBILE MAINTENANCE ASSISTANT

To provide skilled technical support in the upkeep and safe operation of the College's Estate.

The post-holder is expected to provide a comprehensive repair and maintenance service for systems, plant and equipment in all buildings and grounds occupied and operated by the College. As a skilled maintenance tradesperson, you will be expected to work on your own initiative within your relevant trade area – plumbing, carpentry or electrical and as a generic tradesperson across other trades as and when required. You will be expected to work with semi-skilled trades, Facilities Assistants and Grounds staff when appropriate.

Objectives and purpose of the post

- The post holder will carry out necessary maintenance tasks to ensure the safe and continuous operation of the system, plant and equipment forming the College's estate. To undertake specific diagnostic, maintenance and repair tasks across a wide range of interconnected plant and equipment and building fabric.
- The post holder will be working to established procedures, good practice, organizational and broad occupation policies. Often working to measured standards and procedures which may require additional specific training.
- A key element of the post is generic work. The post-holder will have a registered trade (e.g. electrical, mechanical, plumbing, H&V or carpentry) this may be by appropriate qualification, full apprenticeship or in some circumstances experience. However, he/she will be asked to work outside of this trade from time to time. Full training will be given, and the post holder will not be asked to work outside his/her competencies.
- Other key elements of the post is cross-departmental working. The post is based within the facilities team, however, from time to time and depending upon work priorities the post holder may be asked to work within another department. Full training will be given, and the post holder will not be asked to work outside his/her competencies.

Responsibilities

- Undertake work in a safe and effective manner, complying with all relevant safety legislation, and manufacturers' manuals and procedures; to comply with College Health and Safety Procedures on any work undertaken.
- Undertake diagnostic and fault-finding work.
- Carry out maintenance tasks including statutory, mandatory, planned preventative and reactive maintenance.
- Interpret and work from all instructions, drawings and specifications as appropriate;
- Assist in the setting out of new work; identify materials for ordering and collection using relevant tools and equipment, without supervision.
- Facilitate the set-up of assemblies, exam rooms, parents' evenings and other school events as requested.

- Support other members of the school by driving the Estate Van for collections and deliveries around the site.
- Unlocking and locking and securing of School buildings.
- Accompanying members of the Bursary staff to the bank.
- Sorting and distribution of the incoming mail and taking the outgoing mail to the sorting office.
- Collection and distribution of all laundry to and from the Houses.
- Putting out the refuse bins on collection day.
- Use a flexible approach to perform a wide range of the duties (including working outside your trade area).
- Supervision of the car park at busy times.
- Use and be competent in the use of all relevant hand and power tools, measuring instruments and equipment within safety guidelines as necessary for the completion of works;
- Plan and carry out maintenance work on systems, plant, equipment and buildings and demonstrate satisfactory operation on completion.
- With appropriate training, act as the responsible person for the school swimming pool, carrying out routine operational checks, monitoring water quality, ensuring compliance with health and safety requirements, and arranging or reporting any maintenance issues as required.
- Undertake inspections for pre-installations and investigating services which may be required for new equipment and in the carrying out of minor installation improvement works.
- Carry out site-based surveys and report all defects to the appropriate manager e.g. hazard notices.
- Prepare plant and equipment for independent insurance inspection for compliance with Statutory Regulations.
- To have an understanding of the skills of other trades, and with suitable training, be able to perform a wide range of tasks of those trades.
- On occasions, work with and oversee the work of service contractors.
- Liaise with the College's Site Services Manager / Site Services Supervisor, regarding plant, equipment and building fabric failures and to request the supply of goods and /or services as necessary.
- Be prepared to work in hazardous areas, confined spaces and on contaminated equipment using appropriate personal protective equipment and taking all safety measures to prevent danger, avoid injury and prevent damage to equipment in accordance with College policy and safe working procedures i.e. the post holder will conduct risk assessments and complete action / treatment plans for all tasks.
- Liaise with and instruct others on aspects of his / her work.
- Carry out own daily individual administration of work, by the timely completion of works/job dockets/tickets and the filling in of logbooks, as required.
- With training be prepared to utilise relevant software systems including the use of mobile devices, the bespoke maintenance system, the BMS, work permit system and the ordering system.
- Participate in the emergency 'on call' service.
- To assist with emergency work as and when requested, including out of normal working hours;

General Duties

- To always comply with any regulations issued by the College, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.
- This job description reflects the present requirements and objectives of the post. It does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.
- The ability to drive College vehicles is essential. Applicants must hold a full, clean driving licence.

Person Specification

Qualifications and Experience

Essential

- Able to carry out a repair job or improvement task that involves physical strength, stamina and standing, kneeling or crouching.
- Able to use mobile electronic equipment (handhelds).
- Capable of working at heights from scaffold platforms, ladders or mechanical equipment.
- Able to participate in the repairs and maintenance out-of-hours emergency service when required.
- Willingness to take on training to improve current skills and/or acquire new skills.
- Knowledge of Health and Safety.
- Computer literate.
- Pays close attention to detail and accuracy.
- Able to participate in the repairs and maintenance out-of-hours emergency service when required.
- Able to use mobile electronic equipment (handhelds).

Desirable

- Sound knowledge of works within the field of building maintenance and a general understanding of general building matters.
- Basic knowledge of Health and Safety issues in connection with the Construction Industry.
- Ability to record detailed and accurate repairs information relating to repair inspections or completed repair jobs.

Personal Qualities

Essential

- Self-motivated and able to work with minimum supervision and make judgements on the tasks required to complete the repair.

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- Able to prioritise workload and work in a systematic and organised manner to ensure that repairs are completed within target times.
 - Able to work as part of a team.
 - Able to work under pressure and multi-task.
 - Able to work in a confidential and professional manner.

Desirable

- Able to carry out repair job assessments (inspections), identifying the repair to be completed and materials required to complete the repair.

Education, Training & Qualifications

Essential

- Full clean, valid driver's license.

Desirable

- Served an apprenticeship in Mechanical/Electrical/Plumbing or Building discipline, or obtained an equivalent NVQ/C&G level 3.

Experience

Essential

- Experience of working within a customer-focused repairs and maintenance service.
- Experience of working in a team and in a commercial environment.
- Experience of working with a range of portable tools, small plant, ladders and equipment to enable duties of the job to be carried out.

Wrekin College

- Support the aims and values of the College, adhering to all policies and procedures.
- Develop and maintain professional, productive relationships with all staff members.
- Be aware of equality and diversity, demonstrating these principles in all aspects of work.
- Understand and adhere to the College's Health and Safety Policy.
- Be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you contact during the course of your duties.
- To undertake any training assigned to you for the better performance of your duties.
- Any other reasonable project or duty assigned by your Line Manager or The Bursar.

Staff Benefits

- Free school lunches in term time where relevant
- Use of school gym
- Pension
- Free parking
- Relevant training & development

This Job Description is intended to identify the principal responsibilities of the post. It is not intended to be an exhaustive list and may be reviewed and amended, following consultation with the post-holder, to reflect the changing needs of Wrekin College

Job Title: Mobile Maintenance Assistant

Department: Site Services

Reports to: Site Services Manager

Location: Wellington, Shropshire

Status: Full time permanent (every other Saturday during term time).

Hours: 40 hrs per week

Salary: £30,000

Wrekin College is committed to safeguarding and promoting the welfare of children and young people. The Mobile Maintenance Assistant must share this commitment and comply fully with the College's safeguarding and child protection policies and procedures.

The postholder must undergo appropriate Safeguarding & Child Protection training. Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.



Appointment *Process*

Please apply by completing the Wrekin College application form, available on our website www.wrekincollege.com.

Please email this together with a letter of application to:
recruitment@wrekincollege.com

The closing date for applications Tuesday 8th September 9am

We reserve the right to interview before the closing date, therefore an early application is recommended.



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