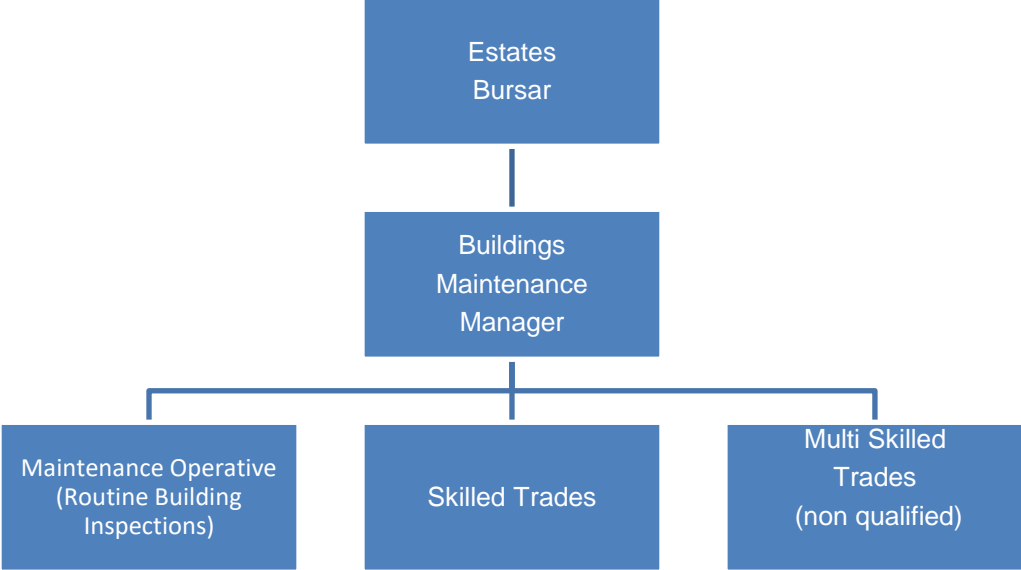




JOB DESCRIPTION			
Department	Buildings Maintenance	Date	12.10.21
Responsible to	Buildings Maintenance Manager	Responsible for	Own duties
<p>Job Purpose</p> <ul style="list-style-type: none"> To inspect and test all emergency lighting systems in accordance with British Standard and accurately record their condition. Periodically inspect fire doors and accurately record their condition. Periodically inspect final exit doors and accurately record their condition. Periodically inspect fire extinguishers and accurately record their condition. 			
<p>Reporting Structure</p>  <pre> graph TD EB[Estates Bursar] --> BM[Buildings Maintenance Manager] BM --> MO[Maintenance Operative (Routine Building Inspections)] BM --> ST[Skilled Trades] BM --> MST[Multi Skilled Trades (non qualified)] </pre>			
<p>Responsibilities/Accountabilities</p> <ul style="list-style-type: none"> To demonstrate a commitment to improving and developing the organisation's processes and facilities To work safely at height. To be an active member of the Alarm Response Team (fire) To maintain regular communication with the buildings maintenance management team to ensure effective and efficient working practices. Liaise with the boarding house Matron's regarding access arrangements. To ensure that appropriate personal protective equipment is used in carrying out your duties. Develop a broad understanding of B.S. 5266-1. To undertake any training as may be required from time to time. 			

- To alert the Buildings Maintenance Manager to any Health and Safety risk encountered in the course of your duties.
- To conduct yourself at all times with due regard to relevant Health & Safety requirements.
- To conduct yourself at all times with due regard to the School's Safeguarding requirements.
- To carry out such duties that may be reasonably required by your line manager.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION

Experience

(Types of experience needed)

- Previous experience of emergency lighting testing (*preferred*).
- Previous experience of working within a buildings maintenance department gained in a school / college / hospital environment (*preferred*).
- Other relevant practical experience.

Qualifications

(Minimum qualifications needed, relevant experience may be a substitute)

- Experience more important than formal qualification.
- Able to work with Microsoft Excel to a basic level.
- General computer skills.

Skills & Abilities

(Written/oral communication, dealing with public, team working skills, etc.)

- Excellent customer facing skills.
- Ability to work alone and self motivate
- Good written communicator.
- Good verbal communicator.
- Numerate.
- Able to use own initiative and manage own workload.
- Able to work as part of a team.
- Flexible approach.
- Excellent mobility and able to use staircases continually throughout the working day.
- Able to accurately record outcomes of emergency lighting tests.
- Able to manage and work with compliance documentation.

Additional Work Elements

- On occasion you will be required to provide general assistance to colleagues across other trade disciplines.
- On occasion you will be expected to escort contractors in accordance with safeguarding procedures.
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared.

HR REFERENCE DETAILS

