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| Trinity Multi Academy Trust  Job Description | C:\Users\gmitchell\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FCC93530.tmp |
| Job Title:  | Joiner/Handyperson  |  |
| Job Scale:  | Scale 5 (Point 12 - 17) |  |

**BASIC JOB PURPOSE**

* To support the Premises Manager by using proven joinery and other skills to undertake and carry out, efficient maintenance or improvement/refurbishment work at the Maltings building and site and at other Trust premises (buildings and grounds) as required.
* To undertake, and carry out, manual and repair work to a high standard to ensure the smooth and safe running of the buildings and sites.
* To support the Premises Manager in the operation of premises.

**This role will involve manual labour, including moving, lifting and repairing furniture and fittings. Full Health and Safety training will be given.**

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| **Reporting to:**  | Premises Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | To support the Premises Manager to maintain the buildings and amenities of Trust premises carrying out all necessary repairs and improvements (general repairs and joinery specific repairs and maintenance). |
| **2** | To support the Premises Manager, to manage, schedule, monitor and operate the engineering system for the entire site, including all aspects of the heating installation. |
| **3** | To support the Premises Manager to design and draw up plans and specifications, including costs, for minor alterations to premises and specifications for maintenance work to be carried out by contractors. |
| **4** | To maintain and regularly monitor Health and Safety standards, reporting any failures to comply with the Trust’s statutory obligations in this area and ensure that all work on site meets Health and Safety Regulations.  |
| **5** | Liaise with external partners and contractors in respect of buildings works. This includes having due regard for safety and security procedures. |
| **7** | To support the Premises team to manage and operate appropriate site security systems, including opening and closing at the beginning and end of the Academy day, responding to call-outs, etc; in order to ensure satisfactory security arrangements. |
| **8** | To maintain and monitor Risk Assessment standards, reporting any failures to comply with the Trusts statutory obligations in this area and ensure that all trips meet Risk Assessment Regulations.  |
| **9** | To deputise, when needed, on the operational supervision of the cleaning staff, including arranging work schedules, monitoring cleaning duties, order supplies of cleaning materials and other materials, and identify staff training needs; in order to achieve quality work and the most effective deployment and competence of staff. |

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside of \Trust premises.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the Trust has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the Trust
* To adhere to the Trust’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* To work flexibly and to travel, as required, to meet the needs of the role
* To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job Title: Joiner/Handyperson** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * Level 2 qualification such as NVQ or City & Guilds in joinery, or the equivalent experience
* basic numeracy and literacy skills
* caretaking or site maintenance experience
 | * Health and Safety related qualifications
* Level 3 qualification in joinery
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| **Knowledge & Understanding** | * knowledge of security systems
* understanding of safety and security
* knowledge of Health and Safety processes and procedures.
 | * understanding of Safeguarding and Child Protection issues
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| **Skills & Abilities** | * work as an effective team member and apply given instructions
* able to apply written and verbal instructions to equipment
* practical skills, such as basic maintenance, building skills (Handyperson skills)
* able to complete log books, records, such as H&S checks
* able to organise, plan and complete tasks
* high personal standards and able to provide a role model for students and staff
* seek support and advice when necessary
 | * willingness to develop own understanding through advice and training
* think clearly in emergency situations
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| **Personal Qualities** | * enjoyment in working with young people and families
* an excellent record of attendance and punctuality
* prioritise and manage own time effectively
 | * reliability, integrity and stamina
* respect confidentiality
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