

## Role Profile

**Job Title:** Maintenance Operative

**Department:** Facilities

**Responsible to:** Facilities Manager

### Special Condition(s):

The post holder would be a nominated key-holder and, on rare occasions, maybe required to attend the site in case of out-of-hours emergencies.

### Main purpose of job:

To provide a maintenance service including aspects of security ensuring Training 2000 buildings, resources and individuals are secure.

To ensure Training 2000 buildings and facilities are maintained through a value for money service with the minimum of disruption to daily operations.

### Main Duties:

- To carry out effective maintenance, development and preventative maintenance activities as required and also as outlined by the Estates Manager.
- To undertake duties which may arise from storm and flood damage, break-ins and vandalism, broken glass, spilt food and drink or the clearance of snow and ice.
- To support specific Estates maintenance projects as part of the continuous maintenance and upgrade of all company buildings and facilities.
- To take responsibility with the up keep of the grounds and land associated with Training 2000 properties, keeping them litter free.
- To ensure that Training 2000 site is safe, clean, free from risk of harm and fit for purpose.
- To cover opening and closing shift patterns in cases of holidays and sickness as and when directed, ensuring all buildings are safely secured, properly locked and alarms are switched on and working.
- To undertake any compliance checks such as fire alarm and vehicle audits
- To monitor the car parking activity across site, including staff, visitors and learners.
- To monitor the cleaning standards provided by the outsourced Company and provide regular formal feedback to the Estates Manager.

## Where your future matters



- To efficiently and securely sign contractors in and out of Training 2000 sites, ensuring they fully confirm with Company procedures and are supervised at all times.
- To provide a security and safeguarding service on a flexible basis in accordance with company policies, procedures and core values.
- To undertake security, fire and cleaning checks; including key monitoring, patrols and audits in line with specified company procedures to ensure a safe working and learning environments for staff, learners and visitors.
- To undertake relevant training to enable job role to be undertaken efficiently and effectively.
- To ensure that all activities are undertaken in accordance with the company Health, safety and safeguarding policies.
- To undertake other duties as assigned within the remit of the post to include some evening and weekend work during peak periods.

<b>Signed by Employee:</b>	<b>Date:</b>
----------------------------	--------------

## Where your future matters

## Person Specification

**Job Title:** Maintenance Operative

**Department:** Facilities

**Responsible to:** Facilities Manager

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> <li>A commitment to understand all of the company's policies and procedures</li> <li>Knowledge and understanding of Health &amp; Safety at Work and safe working practices</li> </ul>	<ul style="list-style-type: none"> <li>First Aid at Work (or willing to work towards)</li> <li>IOSH qualification, Managing or Working Safely</li> </ul>
Skills and Relevant Experience	<ul style="list-style-type: none"> <li>Effective interpersonal skills communication skills</li> <li>Ability to work on own initiative and as part of a team</li> <li>Strong time-management and organisational skills</li> <li>Ability to deliver high levels of customer service</li> <li>Experience of working with a variety of stakeholders including but not limited to staff, learners, visitor and external contractors</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a similar role</li> <li>Experience of using online, computer based security control systems</li> <li>Working at Height qualification (or willing to work towards)</li> <li>Experience of building maintenance or trade skills e.g. plumbing and/or painting etc</li> </ul>
Behaviours	<ul style="list-style-type: none"> <li>Open honest and supportive behaviours which are in alignment with the Company's values</li> <li>A positive and proactive approach in anticipating customer requirements and delivering high standards of customer service</li> <li>Demonstrates well developed engagement behaviours which support, diffuse and encourage positive staff and student behaviours</li> <li>A team player who encourages innovative ideas, solutions and continuous improvements</li> </ul>	

Where your future matters



Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none"><li data-bbox="384 315 895 416">Flexible and adaptable approach to working hours and duties</li></ul>	

<b>Signed by Employee:</b>	<b>Date:</b>
----------------------------	--------------

Where your future matters