

## Role Profile

**Job Title:** Maintenance Operative

**Department:** Facilities

**Responsible to:** Head of People and Workplace

### Special Condition(s):

- The post holder will be a nominated key-holder.
- On rare occasions, attendance may be required outside of normal working hours in response to emergencies.
- Some evening and weekend work may be required during peak periods or essential maintenance projects.

### Main purpose of job:

To provide a proactive, high-quality maintenance service including mechanical and electrical support, ensuring Training 2000 buildings, plant, machinery and facilities are safe, compliant and maintained to a high standard.

To ensure that all premises, workshops and resources support a safe and secure learning environment where health, safety and safeguarding are always prioritised.

To contribute to a value-for-money facilities service with minimal disruption to daily training operations.

### Main Duties:

#### Maintenance & Technical Responsibilities

- To carry out planned, preventative and reactive maintenance across all buildings and facilities.
- To undertake basic electrical maintenance, fault finding and minor repairs within competency levels.
- To carry out routine inspection, maintenance and minor repair of workshop machinery and equipment.
- To ensure machinery and plant are safe to operate and compliant with statutory requirements.
- To liaise with and supervise specialist contractors for complex electrical or mechanical works.
- To maintain accurate maintenance records, inspection logs and compliance documentation.
- To support statutory compliance checks including fire alarm testing, emergency lighting checks and vehicle audits.
- To respond promptly to emergency maintenance issues including storm or flood damage, break-ins, vandalism, broken glass or hazardous spillages.

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## Where your future matters



## Site Safety & Compliance

- To maintain constant vigilance in identifying and addressing potential hazards across the site.
- To ensure all areas are safe, clean, secure and fit for purpose always.
- To undertake regular security, fire and safety patrols in line with company procedures.
- To ensure all work is undertaken in accordance with Health & Safety and safeguarding policies.
- To sign contractors in and out securely, ensuring compliance with company procedures and appropriate supervision.
- To ensure safe working practices are always followed, including safe isolation procedures where required.

## Security & Operational Support

- To support opening and closing procedures as directed, ensuring buildings are secured and alarms activated.
- To monitor site security systems where applicable.
- To monitor car parking activity across site, including staff, visitors and learners.
- To support grounds maintenance and ensure external areas remain safe and litter free.

## Behaviour & Professional Standards

- To demonstrate a proactive and self-managed approach to work.
- To identify issues before they escalate and take appropriate corrective action.
- To maintain high standards of professionalism when interacting with staff, learners, visitors and contractors.
- To undertake relevant training to ensure the role is carried out efficiently and safely.
- To undertake any other duties appropriate to the level and remit of the post.

<b>Signed by Employee:</b>	<b>Date:</b>
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## Where your future matters



## Person Specification

**Job Title:** Maintenance Operative

**Department:** Facilities

**Responsible to:** Head of People and Workplace

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> <li>Recognised qualification in electrical installation or equivalent practical experience</li> <li>Knowledge of electrical safety standards and safe isolation procedures</li> <li>Knowledge of Health &amp; Safety at Work legislation and safe working practices</li> <li>Commitment to understanding and applying company policies and safeguarding procedures</li> <li>First Aid at Work (or willingness to achieve)</li> </ul>	<ul style="list-style-type: none"> <li>18th Edition Wiring Regulations</li> <li>PAT Testing qualification</li> <li>IOSH Managing or Working Safely</li> <li>Working at Height qualification (or willingness to achieve)</li> </ul>
Skills and Relevant Experience	<ul style="list-style-type: none"> <li>Experience in building maintenance including electrical and mechanical systems</li> <li>Experience of maintaining plant, machinery or workshop equipment</li> <li>Ability to carry out fault finding and minor repairs independently</li> <li>Strong organisational and time management skills</li> <li>Ability to work independently with minimal supervision</li> <li>Good communication and interpersonal skills</li> <li>Ability to maintain accurate records and compliance documentation</li> </ul>	<ul style="list-style-type: none"> <li>Experience working within an educational or training environment</li> <li>Experience using electronic security or building management systems</li> <li>Experience supervising contractors</li> </ul>

## Where your future matters



Criteria	Essential requirements	Desirable requirements
Behaviours	<ul style="list-style-type: none"><li>• Demonstrates strong attention to detail and high safety awareness</li><li>• Calm and decisive in emergency situations</li><li>• Open, honest and supportive in line with company values</li><li>• Proactive and solution focused in approach</li><li>• Flexible and adaptable to changing priorities</li><li>• Team player who contributes to continuous improvement</li></ul>	

<b>Signed by Employee:</b>	<b>Date:</b>
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## Where your future matters