Dollar Academy

Job **Description**

Job Title:	**Resident Caretaker & Maintenance Technician**
Employer:	**Dollar Academy**
Job Summary:	Reporting to the Buildings & Contracts Manager and assisting the Facilities Team and the Estates Department as a whole. The Resident Caretaker & Maintenance Technician will ensure the safety and security of the school site, specifically focussing on carrying out statutory in-house checks and safety and security checks covering all campus buildings. Maintenance and projects will be allocated according to skills via the Buildings & Contracts Manager and the Facilities Supervisor. This role will also work closely with the Lettings department.
Shift patterns:	As this is a residential post the shift patterns could alter according to the needs of the Academy. Daily shift – 0800 to 1700 Late shift – 1300 to 2200 Split shift – 0800 to 1200 then 1800 to 2200 Flexible hours and weekend shifts will be required at times.
Key Responsibilities and Duties	**Operational** • Provide assistance to the Facilities Department as may be required, within appropriate skill level • Maintenance and repair requests via the Help Desk (CMMS) will be delegated by the Buildings & Contracts Manager and the Facilities Supervisor • Check all plant rooms and report faults to Buildings & Contracts Manager – in-house training to be provided • Be the point of contact for external users – mobile phone provided • Boarding Houses point of contact • Contractors' point of contact – out of hours • Work closely with Lettings and ensure facilities are setup and prepared accordingly • Swimming Pool maintenance and cleaning – training will be provided • Assist with room setups when required • Litter picking • Flag up & down • Clearing gutters and gullies • Maintain vehicles and equipment across the Estate

	Health and Safety • Assist with the following when required: - Fire Alarm Checks - Emergency Lighting Checks - Fire Door Inspections - Fire Fighting Equipment Inspections - Legionella / Water Temperature Checks and Flushing - Building Safety Checks • Work to planned Health and Safety Check schedule • Participate in responding to emergency callouts, working overtime as required • Number 1 on the call-out list for the intruder alarm • Locking up and securing of school buildings at night **Miscellaneous** • Carry radio at all times • Report any issues • Participate in training and development as required • Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy • Undertake any duties commensurate with grade • The post holder may be required to undertake any other duties which may reasonably be required within the nature of the duties and responsibilities of the post

Dollar Academy

Person Specification

Qualifications	• Good level of general education • Clean and full UK driver's licence
Knowledge and Experience	• Sound knowledge of health and safety legislation and statutory requirements • Previous experience working in a maintenance role is advantageous • Sound knowledge of general maintenance • Proven knowledge/ skills/ ability in decorating, minor carpentry repairs, building repair, simple plumbing and electrics repair. • Knowledge of health and safety within a working environment • Basic knowledge of Word, Excel and Outlook; training will be provided on the Academy's Computerised Maintenance Management System
Skills and Attributes	• Ability to quickly and effectively solve problems • Flexible in approach and able to respond to changing requirements in a calm and courteous manner • Ability to work on own initiative