



# GORDONSTOUN

Broader experiences, broader minds.

## HEATING AND PLUMBING ENGINEER

**Reports to:** Maintenance Manager

**Job Purpose:** The Maintenance team is fundamental to the smooth running of Gordonstoun School, with responsibility for the Maintenance on more than 50 buildings, roads, utilities and a sewage plant. The team spends an operational and capital budget of almost £1m each year and comprises a large group of 16 staff. A major change programme is underway within the team at Gordonstoun, designed to improve the systems to lead to better efficiency and ultimately the right person being in the right place at the right time.

The Heating Engineer is essential to the smooth running of the school and is responsible for ensuring that all heating across the School is meeting student and staff needs, delivering excellent value for money. This includes installation, maintenance of existing systems, analysis of systems and recommendations for improvements. The same applies to the tasks of the Plumber; ensuring that all drainage and plumbing systems, all commercial and domestic water and gas appliances and all pipes and fixtures associated with heating, cooling, water distribution, and sanitation systems across the School are meeting student and staff needs and delivering excellent value for money. This includes installation, maintenance of existing systems, analysis of systems and recommendations for improvements.

All of this must be done in a way that focuses on student experience and on working collaboratively with colleagues across the School.

**Grade and working hours: 4P – 37.5 hours per week (plus 1 week in 8 on call)**

### **Responsibilities of all members of staff:**

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

### Major responsibilities of the role:

1. Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
2. Contribute in a positive way to the ethos of the school in line with Gordonstoun's values.
3. Build strong relationships with colleagues in the maintenance team and across the School, and with external contractors.
  - a) Work in a way that is focused on the student experience and on empowering and working collaboratively with colleagues across the School to deliver this.
  - b) Collaborate with colleagues to ensure that all stakeholders are engaged before a project or piece of work is started and that anyone affected has had an opportunity to be involved.
  - c) To focus on the student experience by causing minimum disruption to colleagues and students, and to respect their property whilst working.
4. As the principal heating engineer report, plan and programme work schedules as necessary in conjunction with Maintenance Manager.
  - a) Carry out heating surveys on heating systems, plant, equipment, fuel tanks, pipelines, valves, pumps, control gear, meters and associated equipment and update electronic records.
  - b) Analyse heating needs and make recommendations to the Maintenance Manager how things should change.
  - c) Create project plans and project reports for new work being carried out, including checking material requirements in advance of work being commenced and working with the Maintenance Manager to ensure that the best value for money is achieved.
  - d) Keep detailed electronic records of work undertaken.
  - e) Carry out periodic inspection and testing of gas and oil-fired installations and appliances to include completion of relevant test and maintenance certification in accordance with the relevant industry regulations (i.e.: GAS SAFE; OFTEC; etc.).
  - f) Complete other forms of certification as may be appropriate (e.g.; TMVs, etc.). Adjust heating times on heating systems and plant as required and install improved heating control systems in collaboration with colleagues across the school to improve student experiences.
5. As the plumbing subject matter expert report, plan and programme work schedules as necessary in conjunction with Maintenance Manager.
  - a) Carry out surveys on drainage and plumbing systems, all commercial and domestic water and all pipes and fixtures associated with heating, cooling, water distribution, and sanitation systems and update electronic records.

b) Analyse drainage and plumbing systems, all commercial and domestic water and all pipes and fixtures associated with heating, cooling, water distribution, and sanitation systems needs and make recommendations to the Maintenance Manager on how things should change.

c) Create project plans and project reports for new work being carried out, including checking material requirements in advance of work being commenced and working with the Maintenance Manager to ensure that the best value for money is achieved.

d) Keep detailed electronic records of work undertaken.

e) Ensure that all school drainage and plumbing systems, all commercial and domestic water and all pipes and fixtures associated with heating, cooling, water distribution, and sanitation systems are maintained and compliant with regulations.

f) Adjust heating times on heating systems and plant as required and install improved heating control systems in collaboration with colleagues across the school to improve student experiences.

6. Support the rest of the team to carry out other maintenance as and when required as directed by the Maintenance Manager.
7. Carry out maintenance on-call duties in evenings and at weekends on a rota basis.
8. Provide mentoring and support to an apprentice plumber/plumbers mate.
9. Carry out any other task as required from time to time in order to support the school.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> <li>● Domestic gas &amp; log qualification</li> <li>● Oil heating system qualification</li> <li>● Current gas safe registration</li> <li>● Current OFTEC registration</li> <li>● Hot water systems and safety (including G3 unvented HWS) certificate</li> <li>● Completion of a craft apprenticeship with City &amp; Guilds or equivalent.</li> <li>● Modern apprenticeship gained.</li> <li>● Relevant building/construction or health and safety certificates or qualifications.</li> <li>● Evidence of continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>● Manual handling/working at height/ COSHH or first aid certificates.</li> <li>● Commercial Gas qualification</li> <li>● Commercial LPG qualification</li> <li>● Legionella testing qualification</li> </ul>	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> <li>●Excellent understanding of heating systems, plant, equipment, fuel tanks, pipelines, valves, pumps, control gear, meters and associated equipment maintenance and repair.</li> <li>●Excellent understanding of installing, repairing and maintaining domestic, commercial, and industrial plumbing fixtures and systems.</li> <li>● Excellent understanding and working knowledge of technical specifications required for installing, repairing and maintaining domestic, commercial, and industrial plumbing fixtures and systems.</li> <li>● Excellent understanding and</li> </ul>	<ul style="list-style-type: none"> <li>● A working knowledge of the independent education sector.</li> <li>● Bio mass knowledge</li> </ul>	Application form Interview

	working knowledge of health and safety standards for plumbing,		
Skills and experience	<ul style="list-style-type: none"> <li>● Experience of technical specifications, installation and health and safety required for heating systems, plant, equipment, fuel tanks, pipelines, valves, pumps, control gear, meters and associated equipment maintenance and repair as well as domestic, commercial and industrial plumbing fixtures and systems.</li> <li>● Proficiency in MS Excel, Word and planned preventative maintenance systems.</li> <li>● Excellent communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working efficiently as part of a team and as an individual within a construction environment</li> <li>● Managerial or supervisory training such as Leadership Matters</li> <li>● Previous experience in a maintenance or construction related supervisor role</li> </ul>	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>● Excellent organizational skills and a commitment to tidiness and excellent record-keeping.</li> <li>● Physical and mental resilience.</li> <li>● Conscientious and diligent, with excellent attention to detail.</li> <li>● Enthusiastic, diplomatic and calm under pressure.</li> <li>● A proven track record of strong working relationships with colleagues and external contacts.</li> <li>● A positive and proactive attitude to manage a high volume of work and ability to problem solve.</li> <li>● Flexible, with a can-do attitude.</li> <li>● Someone who creates a positive and cooperative working environment.</li> <li>● A commitment to Gordonstoun's unique educational ethos</li> </ul>		Interview Task

Child protection	<ul style="list-style-type: none"><li>● Suitable to work with children</li><li>● A full PVG check will be completed on the successful candidate</li></ul>	<ul style="list-style-type: none"><li>● Experience of working with or within and environment with children and young people</li></ul>	References PVG check
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