



GORDONSTOUN

Broader experiences, broader minds

HANDYPERSON

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 Maintenance Handyman is essential to the smooth running of the school and is responsible for ensuring that all planned preventative maintenance routine and reactive maintenance tasks are carried out across the school.

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

Major responsibilities

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. Provide a prompt Handyman service.
 - a. Carry out planned preventative maintenance activities and reactive tasks as instructed by the Maintenance Manager.
 - b. Ensure that all technical regulations are adhered to.
 - c. Ensure that all labouring activities carried out are compliant with regulations.
 - d. Handling and moving of furniture including stage erecting.
 - e. To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture.
 - f. Check and replace faulty lights, tubes and starters on a regular basis. Check fuses and replace with manufacturers recommended fuse.
 - g. Identify and report any repairs, maintenance or replacements that require action.
4. **Build strong relationships** with colleagues in the maintenance team and across the School, and with external contractors.
 - a. Work in a way that is focussed 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.

5. Support the rest of the team to carry out other maintenance as and when required as directed by the Maintenance Manager.
6. Carry out maintenance on-call duties in evenings and at weekends on a rota basis.
7. 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"> ● A basic standard of literacy and numeracy ● Must hold a current, clean driving licence 	<ul style="list-style-type: none"> ● Qualifications in building, electrical or plumbing. 	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> ● Sound knowledge and awareness of Health and Safety. ● Basic COSHH awareness ● Manual handling 		Application form Interview Tasks
Skills and Experience	<ul style="list-style-type: none"> ● The ability to follow and carry out instructions. ● To be able to carry out basic tasks on a computer or hand-held device ● Able to conduct basic risk assessments. 	<ul style="list-style-type: none"> ● Experience of working in a similar role. ● Experience of working in buildings of various ages - e.g. listed to modern day ● Excel – spreadsheet experience 	Application form References Interview Tasks
Personal skills and qualities	<ul style="list-style-type: none"> ● Ability to prioritise work load accordingly ● Ability to encourage and support collaborative working between colleagues ● Good punctuality ● Highly motivated and enthusiastic 		Interview Task References
Child Protection	<ul style="list-style-type: none"> ● Suitable to work with children ● A full PVG check will be completed on the successful candidate 		References