



ruskinmill sunfield

JOB DESCRIPTION

JOB TITLE:	Maintenance Worker
DEPARTMENT:	Maintenance
RESPONSIBLE TO:	Maintenance Coordinator or Maintenance Manager
SALARY/ GRADE:	£17,943.00 - £19,443.00 per annum (Dependent on qualifications and experience)
HOURS:	40 Hours per week/52 Weeks per year

ETHOS

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

LIASON

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

- To work as part of a team under the instruction of the Maintenance Coordinator or Manager assisting with the upkeep of all College properties, its sites and associated sites.
- You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.
- The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.
- Evening and weekend working will be required.

STATEMENT OF RESPONSIBILITIES

- To carry out all aspects of College maintenance, including residential provision, with the exception of gas and electrical works (unless qualified) as required by the Maintenance Coordinator or Maintenance Manager.

- To carry out outdoor building projects, including landscaping and fencing.
- To construct office and teaching spaces as required.
- To carry out repairs to furniture.
- To visit local merchants to obtain materials as required using the College order system.
- To maintain equipment such as machinery and tools that are required to carry out the duties of the role.
- To comply with the Trust's Manual Handling Policy and Practice.

SAFEGUARDING

- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- To attend meetings and supervision as required.
- To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
- To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
- To carry out the above duties in accordance with the Trust's Health and Safety Policy.
- To actively support and promote equality and diversity throughout the Trust.
- To work co-operatively with other staff within the Trust.
- To work with students as and when required.
- To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
- To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Children's Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring

to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.

- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION

Maintenance Worker

ESSENTIAL	DESIRABLE
Qualifications	
	<ul style="list-style-type: none"> • Level 3 Qualification in a recognised trade
Experience/ Knowledge	
<ul style="list-style-type: none"> • Experience of managing and prioritising a varied workload ensuring completion of tasks within strict deadlines • Experience of working in a maintenance or caretaking role • Experience of working in a similar physically demanding role • Experience of completing landscaping projects to a high standard • Experience of completing fencing projects to a high standard • Experience of completing building projects, including construction of offices and teaching spaces such as classrooms, from the ground up • Experience of supervising or being a line managing staff within the maintenance team • Computer literate with sound working knowledge of Microsoft Office applications; Outlook, Word and Excel in particular • Knowledge of using a wide range of machinery and tools • Knowledge of conducting purchases/obtaining quotes in accordance with organisational ordering / purchasing systems 	<ul style="list-style-type: none"> • Experience of working successfully in a similar, medium-large, complex organisation • Experience of working in an education or other public sector environment
Skills and Abilities	
<ul style="list-style-type: none"> • Outstanding interpersonal skills in order to form cohesive working relationships • Excellent verbal communication skills • Excellent organisational and co-ordination skills to prioritise and complete projects in order of urgency • Ability to demonstrate high levels of motivation and industry to ensure building and construction projects are planned and completed within set timeframes • Proficiency in problem solving and carrying out repairs on furniture • Proven ability to demonstrate a systematic and meticulous approach towards following guidelines • Ability to achieve best value when purchasing equipment and materials • Proven ability to quickly familiarise with new machinery and tools 	

<ul style="list-style-type: none"> • Ability to act with intent to prolong the life of equipment and materials, ensuring due care and attention is paid to correct usage and storage • Ability to demonstrate openness and an eagerness to complete projects as instructed at short notice • Ability to address staff maintenance issues with respect and professionalism at all times, no matter how minute the problem 	
<p>Other</p>	
<ul style="list-style-type: none"> • Flexible approach to working additional hours including evenings and weekends whenever necessary • Demonstrate a commitment to: • Equality of opportunity • Promoting Sunfield Children’s Home vision and ethos • High quality, stimulating learning environment • Relating positively to and showing respect for all members Sunfield and its wider community • Ongoing relevant professional self-development • Safeguarding and child protection 	