

Ruskin Mill Trust (the Trust)

Job Description

Position:	Maintenance Worker
Post Reference No:	RMT10036
Field of Practice:	Genius Loci (Field 1)
Grade:	6
Responsible to:	Head of Maintenance and Aesthetics/Maintenance Manager
Location:	Argent College, Coleg Plas Dwbl, Freeman College, Glasshouse College and Ruskin Mill College, Brantwood Specialist School

Job Purpose

To work as part of a team under the leadership of the Head of Maintenance and Aesthetics/Maintenance Manager assisting with the upkeep, repairs and development projects in the local Trust sites.

The post holder will be required to carry out a range of jobs within their area of competence.

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 to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at all local Trust premises, some of which are located a distance from the main School/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 may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To carry out all aspects of maintenance in the Trust sites, including residential provision, with the exception of gas and electrical works (unless qualified) as required by the Head of Maintenance and Aesthetics.
2. To carry out routine health & safety and compliance checks
3. To ensure that the materials used and work carried out supports the aesthetics of the Trust and the genius loci of the site.
4. The post holder will be required to join team projects as required and to carry out outdoor building/maintenance and garden projects, including landscaping and fencing.
5. To construct or adapt office and teaching spaces and to carry out repairs to furniture, fixtures and fittings as required.
6. To carry out general painting and decorating as required
7. To visit local merchants to obtain materials using the Trust ordering system and obtain quotes for projects as requested.
8. To maintain equipment such as machinery and tools that are required to carry out the duties of the role.
9. To work with the cross-Trust maintenance team as required.
10. To attend all mandatory trainings including training to understand the Trust's requirements for aesthetics.
11. To ensure the safety of all students, staff and members of the public. Fully complying with the Trust's Manual Handling Policy and Practice.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.

10. To deliver training or development opportunities as required.
11. 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.
12. To attend meetings and supervision as required.
13. 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.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Maintenance Worker has no direct staff responsibility, but may be required to supervise other staff when working together.

Liaison

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

Job Revision

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"> • NEBOSH qualification or IOSH managing safely
Experience/ Knowledge	

<ul style="list-style-type: none"> • Experience in general maintenance, repairs and preventative works • knowledge in health and safety working practices and ideally hold. 	<ul style="list-style-type: none"> • Experience in working in a similar environment • To be aware of Rudolf Steiner, John Ruskin and William Morris and be able to conceptualise their insights into a project
Skills and Abilities	
<ul style="list-style-type: none"> • Maintenance skills and experience • Able to deliver excellent service through taking responsibility for what you do • Able to work in a collaborative manner with many different teams within the Trust 	
Other	
<ul style="list-style-type: none"> • Clean driving license • Computer literate 	

