



Job Description

Maintenance Worker

Place of work:	Elizabeth College
Responsible to:	College Maintenance Manager
Principal Function:	To provide maintenance support throughout Elizabeth College campus, Perrot Court, ECJS & playing fields where required.
Hours:	Year-round and full time, for an average of 42 hours per week based on a bi-weekly Saturday morning working arrangement. The successful postholder will work for 40 hours one week followed by 44 hours the following week.
Remuneration:	States of Guernsey E/01, annually rising to E/02 and E/03

Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

Main Duties & Responsibilities

- The post holder will be required to undertake general facilities maintenance tasks and is therefore expected to have working knowledge in some or all of the following skill areas: Reparation building works, basic carpentry, painting, plumbing, building control systems (i.e. heating & ventilation timers, air con controls, fire alarm systems).
- You will work closely with other Maintenance Team staff, fostering a culture of mutual support, teamwork and co-operation.
- You will also need to form strong working relationships with Teaching and Support staff across the College Estate.
- A high degree of tact, timeliness, dedication and responsibility will be expected in carrying out your maintenance duties.
- A positive, helpful disposition and good communication skills are essential.

Routine Maintenance

- Decoration, both internal and external (small works).
- Clearance of gutters and down pipes at low level.
- Installation of shelving / notice boards.
- Attending to minor fixes, such as problems with doors / windows / walls.
- Checking of heating or fire alarm control panels to assess issues.
- Install appliances and equipment.
- Check functionality of safety system (eg fire alarm).
- Adjustments of boiler timers.
- Adjustment of air con controls.
- External Paving (small works).

Improvements & Repairs

- Plumbing / Sanitary Fittings.
- Partitions.
- Tiling.
- Stud work.
- Reinstallation of refurbished doors / windows.
- General refurbishment of College facilities.
- Carpentry.
- Rendering and plastering (patch work)
- Concreting (small works).
- Portable tower scaffold erection (training provided).

Requirements & Skills

- Experience using hand and electrical tools.
- Ability to read technical manuals & drawings.
- Excellent communication and interpersonal skills.
- Physical stamina & dexterity.
- Basic knowledge of plumbing and electrical systems.
- Good problem solving skills.
- Clean driving licence.

Wider College Responsibilities

- Requirement to become a Special Constable and support the wider team with road crossing duties.
- Requirement to obtain D1 driving licence to allow for the driving of College minibuses.
- Requirement to undertake regular Health & Safety and Safeguarding training, and to attend College briefing meetings.
- Requirement to undertake Fire Marshall training.
- The Maintenance Worker may be required to undertake certain regular tasks, such as weekly or monthly Legionella checks & tests.

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Maintenance Team Manager or the Bursar, within the competences/qualifications of the individual.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.