

JOB DESCRIPTION

POSITION: General Builder

JOB OVERVIEW

Summary of role

The role of the General Builder is to complete refurbishments and project work to various parts to the School also providing general site maintenance across the School. Working independently or as part of a team to help achieve the overall aims of the School.

In your role as General Builder, you will need to be able to work as part of team and independently. Our maintenance work is a mix of planned and unplanned work, and we sometimes have to change what we are doing at short notice, to respond to weather related issues for example, to make sure that the School is able to continue to teach and support our children.

Reports to: Estates Manager

Reports in:

KEY TASKS	Duties and Responsibilities
	<ul style="list-style-type: none"> • To take lead of project work and pre planned maintenance schedules • Carry out skilled Building work involved in all aspects of onsite building maintenance, both internal and external. • Preventative and reactive maintenance work, either on your own or as part of a team, Mainly focused on building however could include painting, plumbing, carpentry related projects to the internal and external aspects of our buildings as well as work to our external ground's areas and perimeter's. • Ground and building reactive maintenance and repairs • Porter duties, moving furniture, waste, deliveries etc. • To establish effective working relationships and set a good example through your personal presentation and personal and professional conduct. • Using heavy machinery where required and appropriately • Erecting, maintaining and dismantling scaffolding • Understanding and working with technical drawings • Soundproofing or waterproofing structures • Laying pipework, good plumbing skills and knowledge • Good understanding of electrics • Good painting and decorating abilities • Supervising contractors as part of a project • Assisting with legionella management • Undertaking portable appliance testing • Any other reasonable tasks as directed by line manager
	<p>Resources</p> <ul style="list-style-type: none"> • Operate relevant equipment safely. • Maintain tidy and organised workspaces and storage areas. • Check equipment / machinery used and ensure health and safety guidelines are adhered to. • Provide support to staff as requested and in accordance with own training / skill parameters.

	<p>Security</p> <ul style="list-style-type: none"> • Take all necessary steps to ensure the security of the buildings, stores, office space and other resources either belonging to or under the control of Rookwood School.
	<p>General</p> <ul style="list-style-type: none"> • Contribute to the overall development of Rookwood School strategies and plans. • Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work. • Attend meetings, conferences and training courses as requested. • The post holder is required to undertake these duties in compliance with all company policies. • Undertake any other responsibilities as may reasonably be required from time to time. • To assist in other units as may be required in an emergency – such as out of hours call outs or assistance in the opening or closing of the school buildings.
	<p>Health and Safety</p> <ul style="list-style-type: none"> • Comply with all health and safety requirements when using tools and equipment, with particular focus on risk assessment and looking after the needs of our children whilst work is being carried out such as trip hazards, sharp objects, debris, dust and wet paint. • Be a role model to our pupils in the appropriate use of PPE and follow Risk Assessment guidelines. • To promote and safeguard the welfare of our children with whom you come into contact and adhere to the school's safeguarding requirements;
	<p>Other Duties</p> <ul style="list-style-type: none"> • To contribute to the life of the school through participation in meetings and after school activities such as sports, culture or arts events • Undertake any other responsibilities as may reasonably be required from time to time.

Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • City & Guilds trade qualification(s) relevant to building services or construction. • Driving Licence 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Min 2 years proven trade specific experience i.e Building, Bricklaying, construction, plumbing, carpentry, electrical etc. 	<ul style="list-style-type: none"> • Previous experience within an educational setting would be advantageous. • Experience in more than one trade
Knowledge	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Current Health & Safety • Legislation • Ability to trouble shoot and resolve issues • Attention to detail • Accurate record keeping

Attributes	☐	<ul style="list-style-type: none"> • Innovative • Willingness to go the extra mile. • Ability/availability to work additional hours on an ad hoc basis if required. •
Personal Qualities	☐ Be an effective team player that works collaboratively and effectively with others ☐ Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences ☐ Support, motivate and inspire both colleagues and pupils by leading through example ☐ Suitability to work with children ☐ Confidence, warmth, sensitivity, reliability and enthusiasm	
Equal Opportunities and Commitment	Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin Demonstrate a commitment to: <ul style="list-style-type: none"> ☐ safeguarding and child protection equalities ☐ promoting the school's vision, values and ethos ☐ high quality, stimulating learning environment ☐ relating positively to and showing respect for all members of the school and wider community ☐ ongoing relevant professional self-development 	

I have read and understood the responsibilities for the position of General Builder. I am aware that the Job Description is subject to change accordance with the needs of the business. I accept that I am fully responsible and accountable for the nursery and will operate the nursery within the legislative parameters set by the relevant bodies.			
Name:			
Signed:		Date:	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).