

JOB DESCRIPTION

MAINTENANCE PLUMBER

- Reports to:** Technical Supervisor
- Responsible to:** Estates Bursar
- Contract:** Permanent and full-time
- Salary:** Up to £38,160 dependent on experience. Salaries are reviewed annually with effect from 1st September.
- Contracted hours:** 39 hours per week. Between Monday and Thursday, the working hours are 8.00am to 4.30pm with a 45-minute lunch break. And the working hours on a Friday 8.00am to 4.30pm with a 30-minute lunch break.

You will also be expected to work reasonable overtime, to ensure the smooth running of the School facilities.

1. Role Purpose

The Maintenance Plumber will undertake general maintenance duties along with installations and is required to have relevant experience or training in the trade of Plumbing.

2. Role Dimensions and Scope for Impact

The Estates Department is responsible for the management of the School's estate, for associated operations such as maintenance and for the ongoing development of the estate to create a first-class learning environment. The Technical Team works within the Estates Department and requires a good mix of semi-skilled and/or experienced trades people to be responsible for routine and planned maintenance and reactive work throughout the School including school buildings, boarding houses and staff domestic accommodation.

3. Principal Accountabilities

Core Responsibilities

- To carry out routine plumbing maintenance and repair work throughout the School as detailed on work schedules and job tickets, or as directed by the Estates Bursar or appropriate Supervisor (your specific trade will be utilised but you may also be involved in other duties and trade work as directed).

Installations

- To carry out installations (such as bathrooms, washrooms and toilets), renovations and general maintenance, covering all aspects of the trade and to facilitate maintenance as directed, working alongside other trades.

- To interpret plans and building specifications to map layout for pipes, drainage systems, and other plumbing materials.
- To install and repair pipes and fixtures, such as sinks, showers and toilets, for water (hot and cold).
- To install supports for pipes, equipment, and fixtures prior to installation.
- To assemble fittings and valves for installation.
- To modify length of pipes, fixtures, and other plumbing materials as needed for a building.
- To use saws and pipe cutters as necessary.

Maintenance

- To aid School activities involving and relating to the work of the Estates Department and undertaking other duties as directed by the Technical Supervisor, Estates Bursar or Bursar.
- Investigate plumbing problems, diagnose faults and make the necessary repairs or replace parts to include all facets, fixtures and fittings associated with washrooms, toilets, kitchens, teaching spaces, utility spaces and accommodation.
- To carry, handle and assemble access equipment and platforms (after training if necessary).
- To analyse problems (such as testing plumbing systems for leaks) and identify the appropriate tools and materials for repair.
- To perform inspections of plumbing systems to identify and replace worn parts.
- To investigate mechanical (including heating) problems as they are logged and report back to the Technical Supervisor, when instructed to do so.
- To aid in the control, timings and settings on the schools BMS system (training will be given) to control heating systems. (This role is not a Heating Engineer Position, and you will not be expected to work on Gas or service boilers and calorifiers. Your trade advice, however, may be sought by the Technical Supervisor when investigating such problems).

Administrative

- To maintain the upkeep and processing of online work systems
- To provide works material order lists
- To cross check invoices for accuracy, when required
- To aid in budget control, when required

Health and Safety and Risk Assessment

- To take responsibility for Health and Safety while carrying out tasks and by tidying up after a job as necessary.
- To ensure all work is conducted in line with risk assessments and relevant regulations including Working at Height, COSHH, Building and Water regulations and Manual Handling. PPE and other equipment will be provided.
- Utilise Hot Work Permit system where required.

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

4. Key Performance Measures

- Work is undertaken in a planned and timely manner.
- All plumbing tasks are completed to a satisfactory standard.
- Performance feedback.

5. Knowledge, Skills, Experience and Personal Attributes

Qualifications

City & Guilds Level 2 Technical Certificate in Plumbing and Heating, or Level 2 NVQ Diploma in Plumbing and Heating (or approved equivalent)	Essential
City & Guilds Level 3 Technical Diploma in Plumbing and Heating, or Level 3 NVQ Diploma in Domestic Plumbing and Heating (or approved equivalent)	Desirable

Knowledge and understanding

Good practical understanding of health & safety legislation (eg. COSHH, manual handling, working at height. Training will be provided)	Essential
--	-----------

Skills

A good command of the English language	Essential
IT skills to use the maintenance helpdesk system (Logit) and email system. Training will be provided	Essential
Ability to use own initiative	Essential
Excellent communication skills with a customer-service focus	Essential
High level of plumbing skill	Essential

Experience

Experience of plumbing	Essential
Experience in a similar position	Essential
Experience in a similar working environment	Desirable

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
Ability to work as part of a team and to use initiative and work autonomously when required	Essential
A flexible approach to work and a willingness to carry out a variety of tasks	Essential

6. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due

consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's office (ICO) for the purpose of UK General Data Protection Regulations (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

7. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

8. Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

9. Holiday

Annual holiday entitlement is 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). The School's holiday year runs from 1st September to 31st August. All holiday, unless in exceptional circumstances agreed by the Technical Supervisor, should be taken during the School's holiday periods. As the School closes completely over the Christmas/New Year period, staff are required to take 5 days of their holiday entitlement to cover this period.

10. Pension

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	Employee contribution rate ('You')	Employer contribution rate (St Edward's School)
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

11. Probationary period

The appointment is subject to a probationary period of three months.

12. Organisation Chart

