

JOB DESCRIPTION

Job Title:	Multi-Skilled Tradesperson
Hours:	37.5
Status:	Permanent
Salary	Competitive salary and benefits
Responsible to:	Maintenance Foreman

Job Purpose:

As a member of the Maintenance Department, the primary responsibility of the role is to respond to and facilitate maintenance requirements of the college. This includes reactive and preventative maintenance repairs, participation in project works and providing support to colleagues as directed.

Main Duties:

Main Responsibilities:

- Respond to maintenance tasks allocated from the Helpdesk by the Maintenance Foreman.
- Assist with project works and structural works as required.
- Monitor Health and Safety and Security on the site.

Other responsibilities:

- Work alongside external contractors and agencies
- Assist all colleagues as required or directed
- Assist and direct visitors to the College
- Provide traffic duties as required; sometimes out of hours
- Rectifying or reporting of faults for attention by others
- Provide out of hours cover in emergency
- Undertake training as required
- Reporting of all incidents, near misses etc.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this

responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

February 2024

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Qualifications, Experience

- Proven track record in a maintenance or building related role
- Knowledge of building construction methods and diagnostic repair
- Practical experience and demonstrable competency in the use of small tools, plant & machinery

Skills and Attributes

- Self-motivation and ability to work as part of a team
- Positive attitude to work and to problem solving
- Have an aptitude to see a task through to a satisfactory conclusion
- High personal standard of work and working practices

Other requirements

- A clean current driving licence is required
- The job holder will be required to undertake an Enhanced DBS (Disclosure and Barring Service)