

Post: Building Maintenance Technician

Reporting to:

1. Mike Crudge
2. The Maintenance Supervisor

Prior Park Schools

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

Purpose of the Role

Working as part of a team and reporting to the Estates Manager, through the Maintenance Supervisor, the Building Maintenance Technician will play an important part in the maintenance of the Prior Park College and Paragon buildings and in the day-to-day life of the schools.

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The post holder will be joining a team which includes skilled plumbers and carpenters. All staff need to be flexible in their approach to their work which will include using their particular skills but will also include routine maintenance and caretaking duties. The role will include variable amounts of manual handling.

The main areas of responsibility are:

- Assist with the maintenance of the College and Paragon buildings.
- Help to provide an efficient maintenance support service for the teaching and boarding staff, and for the various functions and activities carried on in school.



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- Carry out plumbing, carpentry, decoration and other light building duties as required and as your skills permit.
- Comply with the helpdesk system for fault reporting and the tracking of rectification work.
- Set up rooms for exams or other functions.
- To assist with moving parcels when required
- Occasional assistance with the directing of on-site traffic.
- Ensure that the school's Health and Safety policies and procedures for the Maintenance Department are followed and adopt safe working practices.
- Assist with ensuring the security of all members of the school community, its buildings and property.
- Responding to emergency callouts (this happens rarely).
- Any other duty which falls within the employee's capability and which may reasonably be required by the Estate Manager to assist with the smooth operation of the maintenance department.
- Be prepared to work overtime on occasions when workloads of school occasions require.

Line Management

The Building Maintenance Technician has no direct line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed September 2021

Professional Specification and Personal Attributes

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

- Educated to a minimum of GCSE level or equivalent in English and Mathematics
- Adaptable, focused, proactive, and self-motivated
- Ability to organise and prioritise tasks and manage delegated projects
- Ability to follow work routines and instructions
- Flexibility and a willingness to undertake varied responsibilities working alone or as a member of a collaborative team
- Good interpersonal skills and the ability to communicate effectively with a variety of people
- An organised and thorough approach to work including good time management and attention to detail and completion of tasks
- Knowledge and understanding of Health and Safety regulations and safe working practices
- Awareness of the responsibilities of working in an environment with young people
- Have a knowledge of the building industry, preferably with a specific trade
- A good sense of humor
- Full clean driving licence

Child Protection



Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.