



Job Description

Job Title:	Maintenance Technician
Department:	Maintenance
Responsible to:	Supervisor
Last reviewed:	March 2025

Job Outline

The primary objectives of the role are to provide preventative and planned maintenance and minor repair services to the School's building portfolio ensuring that the School is safe, compliant and fit for purpose.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Inspect and carry out minor internal repairs to building fabric, joinery, furniture, decorations, firefighting equipment, plumbing and basic electrical maintenance (changing light bulbs).
- Repair small cracks and patches of plaster ready to receive decoration.
- Carry out minor structural repairs.
- Check, repair and service doors, ironmongery, window locks, fixtures and fittings and ensure that they are in good working order.
- Ensure that furniture is in good repair and safe for use.
- Check, repair and report any damage to fire doors, glazing, closures, signs, intumescent strips, door operations and exit alarms.
- Assist in the checking and testing of fire alarm systems and associated break glasses.
- Ensure all fire and safety signs are in place, clearly visible and secure.
- Check firefighting equipment and ensure faults to extinguishers are reported.
- Check plumbing and heating services within the buildings and make first hand repairs i.e. replace tap washers, ball valve washers, clear sink/drain blockages, refit/replace toilet seats.
- Maintain appropriate, accurate and up to date records of work undertaken and materials used.
- Monitor and report and Health and Safety issues identified during visits to boarding houses, classrooms or any other school building and ensure relevant action is taken.
- Remain up-to-date with all appropriate practices and regulatory requirements within allocated areas of responsibility and to undertake duties in line with established Haileybury practices and protocols.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.

T +44 (0)1992 706 379
Haileybury Hertford SG13 7NU

haileybury.com
Registered charity number 310013

- Drive school vehicles in pursuance of your duties, as requested, and as authorised under any School transport scheme.
- Establish and maintain effective communication channels and efficient/effective working relationships with other colleagues, customers and third parties.
- Any other duties as required to ensure the smooth running of the Maintenance Department.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**Handyperson
Person Specification**

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
Full driving licence	✓	
City & Guilds NVQ Level 2 or demonstrable experience in a similar role	✓	
Knowledge, Skills and Experience		
Excellent organisational and time management skills	✓	
Good literacy and numeracy skills	✓	
A broad knowledge of building maintenance	✓	
A broad knowledge of plumbing and drainage	✓	
A broad knowledge of basic electrical safety	✓	
Experience of undertaking minor repairs to buildings, fittings and equipment	✓	
Experience of undertaking minor repairs to buildings, fittings and equipment	✓	
Experience of using all types of hand tools and equipment	✓	
Experience of working with a variety of building materials	✓	
Excellent customer service skills	✓	
Personal Attributes		
Good understanding of working in a school and residential environment	✓	
Ability to work to work to deadlines and under pressure	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Enthusiastic with the ability to learn	✓	
Conscientious, trustworthy and reliable	✓	