



Job Description

Job Title: Maintenance Compliance Technician
Department: Maintenance
Responsible to: Supervisor
Last reviewed: November 2024

Job Outline

The Maintenance Compliance Technician is responsible for carrying out a variety of compliance activities within the Maintenance Department. This role involves performing maintenance tasks, conducting inspections, maintaining compliance documentation, and supporting the overall safety and efficiency of the School estate.

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.

Key Responsibilities

Maintenance Compliance

- Perform routine maintenance tasks ensuring adherence to safety and compliance standards.
- Conduct inspections and preventive maintenance on equipment and systems to ensure they meet compliance requirements.
- Identify and address potential compliance issues during maintenance activities.
- Typical activities include:
 - Water Temperature monitoring.
 - Flushing of infrequently used outlets.
 - Descaling showerheads.
 - Emergency light testing.
 - Testing of a variety of alarm systems, including Disabled Refuge Alarms, Fire Alarms.

Inspections and Audits

- Conduct regular inspections of facilities and equipment to ensure compliance with regulations and internal policies.
- Document findings and follow up on corrective actions as necessary.

Documentation and Reporting

- Maintain accurate and up-to-date records of maintenance activities, inspections, and compliance audits.
- Use the Computer Aided Facilities Management (CAFM) software to receive daily/weekly job tickets, update activities and asset information.

General Maintenance

- The post holder will be required to support the team in carrying out routine maintenance tasks, including but not limited to:
 - Painting and decorating.
 - Assembling furniture.
 - Building fabric repairs.
 - Cleaning and unblocking drains.
 - Jet washing of hard standing areas.

Additional Responsibilities

- 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.
- 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.

**Maintenance Compliance Technician
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	✓	
Technical Proficiency	✓	
Compliance Knowledge	✓	
Attention to detail	✓	
Problem solving	✓	
Excellent communication and organisational skills	✓	
Risk Management	✓	
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	✓	