



Bloxham School

JOB DESCRIPTION AND PERSON SPECIFICATION

PLUMBER AND GENERAL MAINTENANCE OPERATIVE

Department:	Estates
Reports to:	Estates Manager
Responsible to:	Bursar
Line Management responsibility:	No

JOB DESCRIPTION

Summary of the Role:

Provide support to the Estates Manager in all areas of plumbing works, working with the whole maintenance team to support the smooth operation of the school estate.

Departmental Overview:

The Estates Department at Bloxham School is dedicated to ensuring the upkeep and enhancement of the school's physical environment. This department encompasses maintenance, grounds, and gardening teams, all working collaboratively to provide a safe, functional, and aesthetically pleasing campus. Our purpose is to manage the care and improvement of buildings, infrastructure, and landscapes, supporting the school's educational and extracurricular activities. By maintaining high standards of facility management and environmental stewardship, the Estates Department contributes to creating an optimal and inspiring environment for the entire school community.

Main Duties and Responsibilities:

- Installation, repair and maintenance of all plumbing systems, equipment and components.
- Advise management of all plumbing safety requirements and failures.
- Carryout regular testing of gas systems.
- Planning and upgrading plumbing systems in a controlled and managed method.
- Preparation and updating of all documents for all plumbing systems, equipment and components.
- Maintain records for all repairs, installations and testing of plumbing systems and components.

- Work closely with the in-house electrician, assisting in repairs and improvements.
- Assist other maintenance team members to complete required maintenance works.

Health and Safety

- Assist with the management of the maintenance teams day-to-day work in accordance with appropriate H&S legislation.
- Assist the Estates Manager in ensuring appropriate Risk Assessments and Method Statements (RAMS) are in place for all works undertaken by the team.
- Complete the compilation of any missing or outstanding RAMS.
- Report any failings or concerns to the Estates Manager immediately; address any immediate concerns with the team members directly.

Coordination and Management

- Track and follow up all requests to ensure they are completed fully and in a timely manner.
- Notify staff of contractor visits and works that are to be undertaken.
- Assist in the monitoring of equipment, in liaison with the maintenance staff, stock levels and their usage against school works and projects.

General

- Interact positively and confidently within the school community.
- Ensure where necessary that all decisions or problems are communicated back to the Estates Manager in a timely manner.
- Maintain good time keeping and work in the most efficient and effective manner possible.
- Attend and undertake all training necessary, including refresher training to enable fulfilment of the job description at all times.
- Attend external meetings or courses as required.
- Obtain and maintain professional qualifications in-line with the role and responsibilities.
- Present a smart and professional image at all times.
- Complete any other reasonable requests made by the Estates Manager.

Other Duties and Responsibilities:

- Wear uniform and PPE as required.
- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School's Child Protection Policy at all times.
- Report any concerns to the School's Designated Safeguarding Lead.
- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

CHILD PROTECTION

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

CONFIDENTIALITY AND DATA PROTECTION

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

CYBERSECURITY

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to GCSE Level or equivalent.	<ul style="list-style-type: none">• Qualified with Gas Safe
Knowledge and Experience	<ul style="list-style-type: none">• Previous relevant industry plumbing role• Proficiency in Word, Excel and Outlook• Up to date and relevant knowledge of Health and Safety regulations	
Skills and Abilities	<ul style="list-style-type: none">• Ability to undertake computer based administrative tasks with skill and accuracy• Ability to work well as part of a team• Ability to prioritise and multi-task• Ability to handle a complex, varied workload• Excellent organisational skills being methodical and systematic in organising all workloads and individual tasks• Ability to make decisions and understanding of when to refer decisions to the Estates Manager	
Personal Qualities, Attitude and Behaviours	<ul style="list-style-type: none">• A self-starter and team player with a hands-on approach• Willingness at times to work in challenging conditions and in tight deadlines• Organisation, time management, prioritising• Good initiative	