



Minibus and Maintenance Operative

The Role

The Minibus and Maintenance Operative is an integral member of the Facilities and Maintenance Team. The core purpose of the team is to ensure that the fabric of the school and grounds is both maintained and improved to a high standard thereby positively adding to the overall impression of the school for staff, parents, pupils and visitors alike., as well as providing an in-house bus service which meets the needs of pupils. The actual tasks will be varied and include day-to-day reactive repairs, planned maintenance, event set-up and daily minibus driving.

The Minibus and Maintenance Operative will be hardworking with an attention to detail. Ideally, they will be a competent tradesperson and experience in carpentry, electrical or decorating work would be desirable with the ability to demonstrate knowledge of all other trades. A willingness to learn is essential as is the ability to respond readily to changing priorities. A driving licence is essential, with a D1 licence an advantage.

Job Description

Reporting to Facilities and Maintenance Supervisor

Duties and Key Responsibilities

Repair and Maintenance

- As instructed by the Facilities and Maintenance Supervisor, to utilise a wide range of technical competencies and trades to undertake day-to-day repairs, planned maintenance, event set-up and refurbishment tasks. While not exhaustive, to provide an idea of the diversity of the role some examples of typical tasks are as follows:
 - Small construction and repairs to doors, windows and walls
 - Small construction projects (fitted Kitchen, shelves etc.)
 - Small building maintenance works (pointing, plastering, tiling, decorating)
 - Small competent electrical repairs
- Complete maintenance tasks promptly and to a high standard of care and finish, ensuring a high standard of cleanliness during and after the execution of all works
- Be prepared to react to urgent unplanned tasks as they arise
- Keep the Director of Operations fully informed regarding all matters relating to health and safety issues
- Liaise with outside contractors when they are required to work on the school's property
- Assist with grounds and caretaking tasks at the direction of the Minibus and Maintenance Supervisor
- Assist with site security, both internal and external
- Ensure that work is undertaken in a way that minimises any disruption to the school.
- Monitor the school's defects system and react accordingly
- To assist with ensuring the premises are opened prior to the school day and closed after the school day as required/directed by the Supervisor
- Any other relevant work duties that may be reasonably requested

Minibus Driving

- To assist with the maintenance of the school's minibuses to ensure they comply with the necessary safety standards and cleanliness
- Complete a visual vehicle inspection and basic safety checks prior to each journey
- Comply with the Minibus Policy at all times and to be aware of any updates
- Keep the allocated minibus clean and tidy
- Act as an ambassador for the school with both parents and children alike
- Ensure effective working relationships with colleagues and parents
- Respect confidentiality of pupils' records, follow best practice for safeguarding children procedures, and adhere to Health and Safety legislation and the school operating policies.
- Hold a valid driving licence
- Self-motivated and able to work with minimum supervision
- Able to work as part of a team
- Able to work in a confidential and professional manner

Additional Requirements

- The job holder must abide by the statutory, United Learning and school regulations at all times. These will include but are not limited to
 - General Conduct
 - Health and Safety
 - Hygiene
 - Safeguarding
 - Fire Emergency procedure
 - Security of premises and property
- The job holder must be fit for the physical nature of the job
- The job holder must have full enhanced DBS clearance (the school will fund your DBS application as part of your onboarding process)
- The job holder will be expected to take part in the United Learning appraisal and performance management scheme.
- The job holder will be expected to undertake such other reasonable duties as may be required from time to time to meet the needs of the school.

It is the nature of the work of Tranby that tasks and responsibilities are, in many circumstances, unpredictable and varied. This job description is not necessarily a comprehensive definition of the post. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.

The job description will be reviewed once every year (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.