



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



Fairfield Trust Job Description and Person Specification

Job title: Maintenance Team Leader	
Work base: Fairfield College, Dilton Marsh.	Team: Maintenance
Hours of work: 40 hours per week	Salary: £25,230.40

Safeguarding

Fairfield Trust is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, Fairfield Trust agreed child and adult protection procedures will be followed.

All posts involving direct contact with young people, children and vulnerable groups are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

For all roles that involve regulated activity, a DBS check will be required before appointment is confirmed.

Job context and purpose

Fairfield Trust is a local independent Charity, the core business areas are: an independent specialist college for young people with learning difficulties and disabilities; residential and care services and a series of commercial ventures; including a pub, an animal park, a café and shop.

The Trust's mission is: **To enable young people to live and work without barriers**

- Our 5 agreed values are:
- Teamwork:** We hold ourselves and each other to account, and are better when we work together
 - Compassion:** We act with trust, honesty, and kindness in everything we do
 - Inclusion:** We treat each other fairly and with respect
 - Innovation:** We encourage thoughtful, creative, and aspirational ideas
 - Pride:** We encourage each other to be proud of who we are and what we do

The Maintenance Team Leader role is based at the college site and is central to the safe and effective running of the site, but there is an expectation that they will work across all sites collaboratively, where needed. It will involve being responsive and supporting staff and colleagues across the site with health and safety issues as they arise. The role is varied, and we are looking for someone that brings a range of experiences and aligns with our values.

The postholder will also be a key holder and support to maintain site security; opening up and locking the site where needed. This role would be suitable for someone that thrives in a fast paced and varied workplace, as Fairfield is an exciting and dynamic place to work, and no two days are ever the same. You will be self-motivated, able to work independently and prioritise your workload.



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



Your holiday entitlement of 5.6 weeks will be by negotiation to fit in with other team members. Bank holiday entitlement is included in this amount, and you may be required to work on a bank holiday if this falls on your normal working day.

There is a pension scheme available for eligible staff.

Main duties

- To be responsible for the security of the premises as a key-holder, to include opening or locking up the premises, if first and last person on site, and checking that the site is secure
- To be responsible for the premises outside of normal working hours regarding locking/unlocking as required, ensuring security checks have been completed and responding to emergency call outs
- To carry out essential maintenance, upkeep, and repairs. Liaise with contractors, obtaining quotes and presenting these for consideration
- Liaising with contractors and agencies to ensure the smooth running of a safe site
- Responding to H&S and maintenance enquiries as directed by the Site Manager
- Leading on weekly testing: such as fire alarms, vehicles, call points and recording results
- To be responsible for checking premises systems including heating and alarms, reporting any deficiencies as appropriate and arranging repairs
- Working with pest control contractors to ensure that the site is pest free
- To always work within the framework provided by the Fairfield Trust policies and procedures
- To attend regular staff meetings and training days and participate in activities to ensure that the college site continues to maintain high standards
- To work closely with students and work placements with special educational needs and disabilities, who will assist with essential repairs, upkeep and maintenance
- Any other duties that may reasonably be requested

Contacts and relationships

The post holder will:

- Report to the Site Manager
- Work with colleagues across the Trust

Supervision/Management of People

In the absence of the Site Manager, supervision of Maintenance Team members



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



What we offer - Employee Benefits

- There is a pension scheme available for eligible staff
- Free entry to Fairfield Animal Centre for 2 adults & 2 children
- 10% discount at The Weavers pub
- Discounted staff lunches in the Student Canteen (College Site)
- Corporate Eye Care Scheme
- Training & Development opportunities

Information technology

Use basic software and reporting systems with support from line manager and following training. To also access and use basic Microsoft software such as Word, or Outlook.

Financial responsibility

Raise purchase orders for any equipment required to carry our maintenance, upkeep, and repairs. Always ensure effective use of resources and value for money is secured for the Trust.

Health and Safety

To be responsible for your own health and safety and that of anyone else who may be affected by your acts or omissions.

You will be responsible for risk assessing, reviewing, and monitoring all aspects of your work.

Equality and Diversity

You are required neither to discriminate against nor harass or victimise colleagues, suppliers or third parties at work. You are further required to report incidents of discrimination at work, either to the Principal or anonymously to the Chair of Trustees.

Records management

You are responsible for ensuring that all information sources for which you have responsibility are maintained in-line with guidance. This applies to all electronic and hard copy information.

You should also ensure that access permissions are maintained to limit access to sensitive information. You are responsible for maintaining the confidentiality of sensitive data, whether held electronically or in hard copy, and promptly reporting all breaches, or potential breaches of security to the Principal.

Other duties

You may be required to perform duties other than those given in the job description for the job. The particular duties and responsibilities attached to jobs may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a job. In cases, however, where a permanent and substantial change in the duties and responsibilities of a job occurs, consistent with a higher level of responsibility, then the job would be eligible for re-evaluation.



Authority to work in the UK

You must have the legal authority to work in the UK. You must have the relevant approval to work in the UK from the UK Border Agency or relevant documentation. Copies of all documents provided by you as proof of identity are retained for our records, by providing these proofs the Trust will treat this as your consent for this to happen.

Person Specification

The person specification details the essential and desirable personal criteria which the job holder should possess in order to be able to successfully perform the job.

	Essential	Desirable
Alignment With our values	<p>Teamwork: We hold ourselves and each other to account, and are better when we work together</p> <p>Compassion: We act with trust, honesty, and kindness in everything we do</p> <p>Inclusion: We treat each other fairly and with respect</p> <p>Innovation: We encourage thoughtful, creative, and aspirational ideas</p> <p>Pride: We encourage each other to be proud of who we are and what we do</p>	
Qualifications or equivalent level of skill or knowledge	<ul style="list-style-type: none"> • Must possess a Full Driving Licence and be willing to drive Trust vehicles • COSHH knowledge or prepared to undertake training. • Willingness to undertake training as required 	<ul style="list-style-type: none"> • Specialist qualifications relating to H&S and site management
Experience of	<ul style="list-style-type: none"> • Carrying out maintenance, repairs, upkeep work to properties and premises including painting, carpentry, gardening, fencing • Working with contractors to deliver agreed works • Previous maintenance work • Using a range of power tools • Understanding the importance of working safely 	<ul style="list-style-type: none"> • Pest control • Working with contractors
Management of people	<ul style="list-style-type: none"> • Ability to offer guidance and support to other staff members and work as part of a team 	
Skills	<ul style="list-style-type: none"> • To be highly personable with very good communication skills • To be highly self-motivated and an enthusiastic self-starter • To show an understanding of the importance of working within strict Health and Safety guidelines • Ability to work as part of a multi-disciplinary team and on own initiative 	



FAIRFIELD
Support us.
Empower young people.
Charity No. 273924



Personal qualities and motivation	<ul style="list-style-type: none">• To be honest, trustworthy, and reliable• Highly motivated and able to motivate others• Able to work with a variety of colleagues and clients from different professions and backgrounds	
Literacy, numeracy, and IT	<ul style="list-style-type: none">• Literate and numerate with good written and spoken English• Basic IT skills to include experience of using Outlook and Word	
Safeguarding	<ul style="list-style-type: none">• Displays a commitment to the importance of safeguarding vulnerable people	<ul style="list-style-type: none">• Up-to-date knowledge of relevant legislation and guidance in relation to working with and the safeguarding of children and vulnerable adults

Suitability of shortlisted candidates will be assessed at interview using a combination of values-based recruitment techniques; a formal interview and/or a supervised observation or practical session where applicable.

This vacancy will remain open until sufficient applications have been received.

We would welcome applications made via the Trust Application Form, available on our website; <https://fairfieldtrust.org.uk/jobs/>

Please note that we will not accept CVs

Should you require any reasonable adjustments to the application process, please speak to a member of the HR team.

We reserve the right to close the advert early if sufficient applications have been received.

**Fairfield Trust is an Equal Opportunities employer
A charity for the advancement of education for young people with learning disabilities**

This job description and person specification updated October 2024