

Job Description	
Job Title	Maintenance Technician
Main Purpose	To provide a caretaking and facilities service across the College site.
Line Manager	Head of Estates and Facilities
Date Job Description Agreed	27 th November 2025

MAIN DUTIES
1. Assist the Senior Maintenance Technician in implementing the planned, preventative maintenance programme; 2. Perform compliance testing and maintain accurate records; 3. Support general maintenance tasks and seasonal operations; 4. Prepare rooms for events and examinations; 5. Conduct site inspections and complete minor remedial repairs where needed; 6. Carry out minor electrical, mechanical, plumbing, decorative, and structural repairs where needed; 7. Handle manual transportation of equipment and materials; 8. Provide cover for maintenance and reprographics functions when required; 9. Respond promptly to building management queries and emergencies, following College procedures; 10. Maintain statutory compliance documentation, including PPM schedules and contractor reports; 11. Manage and liaise with contractors as directed; 12. Work outside normal hours when necessary; 13. Undertake driving duties as required; 14. Update Estates systems to ensure accurate data; 15. Support monitoring of contractor performance and remedial actions; 16. Assist with tracking site inspections and testing regimes; 17. Conduct routine health and safety checks and support policy implementation; 18. Report defects and unsafe conditions promptly and ensure corrective actions are taken; 19. Assist with evacuation drills and lockdown procedures;

20. Maintain high standards of cleanliness and organisation across the site;
21. Raise purchase orders and support procurement processes;
22. Complete Estates administration tasks, including emails and summary reports;
23. Contribute to sustainability initiatives;
24. Support minor works and capital projects as directed.

25. Other duties

1. Use those I.T. packages and systems available for the rapid and efficient completion of job tasks;
2. Safeguard and promote the welfare of children, young people and vulnerable adults;
3. Ensure that safe working practices are adopted in compliance with relevant health and safety regulations.
4. Demonstrate commitment to the principles of equality of opportunity and treatment, and comply with the requirements of relevant equal opportunities legislation.
5. Attend and contribute to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery.
6. Participate in performance management procedures.

Undertake such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

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ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	- GCSE Level Maths - GCSE Level English	
Experience	Experience of general maintenance	Previous experience working in estates/facilities or the construction/ maintenance industry.
Skills and abilities	- to work co-operatively and effectively, with minimum supervision, using own initiative - ability to prioritise and organise own	

	workload effectively and complete tasks in a timely manner • to perform effectively under pressure • to develop good interpersonal relations with both staff and students • to communicate clearly and effectively at all levels within the College and with external business partners • to keep accurate and up-to-date records • basic level of IT skills	
Knowledge and understanding	• of comprehensive knowledge of Mechanical/Electrical and Building Services • of Health and Safety requirements	
Personal qualities	• the desire and capacity to continually update industry knowledge • an active and effective team player • a resourceful and imaginative response to problems and opportunities • a determination to be successful • a readiness to adapt to changing circumstances and new ideas • consideration for learners and colleagues • openness and responsiveness to others • a distinct and credible personal presence • excellent judgement • integrity and independence of mind • enthusiasm • reliability	
Other requirements	• full UK driving licence	