



BRADFIELD COLLEGE

Job Description

Job Title: PPM Maintenance Operative	
Reports to: Asset & PPM Manager	
Location: Bradfield College	Department: Maintenance
<p>Main Duties:</p> <p>To undertake support to College statutory and non-statutory Planned Preventative Maintenance (PPM), asset management surveys and Estates data collection activities as instructed by the Estates PPM and Asset Manager, and always carrying out the duties and responsibilities of the post in compliance with the College's Health and Safety procedures.</p> <p>The Maintenance team are expected to work flexibly, covering for other members of the team in their absence and undertaking reasonable duties as directed.</p> <ul style="list-style-type: none">• Support and undertake routine regular Planned Preventative Maintenance (PPM) activities. Such as:<ul style="list-style-type: none">○ Emergency light testing, plant room inspections, water softener checks and legionella management outlet flushing & Fire Alarm tests.• To work within a collaborative team to perform general maintenance duties to support the maintenance, upkeep and development of the Colleges buildings and Estate.• Asset information surveys and data gathering. Such as:<ul style="list-style-type: none">○ Identifying equipment in buildings and plant rooms and recording the required information about them e.g. location, make, model etc.• Undertake regular inspections of Estates assets.• Assist other Estates teams when required.• To carry out any other reasonable duties within the overall function of the job.	
<p>General:</p> <ul style="list-style-type: none">• A hard-working, honest, dependable, self-motivated person• Demonstrates sound work ethics• Deals with the staff and pupils in a positive, courteous and respectful manner.• The post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the line manager are adhered to• To be able to respond quickly, efficiently and safely in emergency situations.• The post holder will have the option of joining the Saturday morning overtime rota.• The post holder will have a full clean driving licence and vehicle to get to and from work.• This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	

Qualifications and experience required for this role:

- General understanding and/or experience of undertaking PPM and or other general maintenance activities.
- A good understanding of current Health and safety legislation.
- Basic knowledge and understanding of mechanical and electrical systems (M&E).
- Experienced working on your own and as part of a team.
- Experience of asset information surveys or data gathering would be beneficial but not essential.
- Experience working within the Maintenance and/or Education sector would be beneficial but not essential.
- Effective verbal and listening communications skills
- Being focused and self-motivated
- Good team participation
- Interacting with people and working cohesively with them
- Ability to operate required equipment in a safe and responsible manner
- Good time management
- Comfortable working at height
- Physically capable of moving equipment
- IT skills beneficial but not essential.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.