

Job Description

Job Title:	Maintenance / Health & Safety
Responsible to:	Head of Facilities, Sustainability and Health and Safety
Salary:	£25,000 to £28,000 (dependent upon experience)
Hours:	37.5 per week (negotiable) – will require occasional early mornings and weekend work.

Main Duties

Since 1989, Bridge Training has helped young people across Gloucestershire re-engage with education and transition successfully into adulthood. Many of our learners come to us with complex barriers to learning and employment. We provide personalised study programmes, small group support, and opportunities for workplace learning that empower young people to thrive.

Role Overview

The focus of this role is to undertake maintenance and H & S responsibilities to ensure that the Bridge Training sites are maintained to an excellent standard and to provide a professional and safe environment to students, parents/carers, visitors, and staff.

Bridge Training has a comprehensive Health and Safety policy and as the Maintenance / Health and Safety competent person you will take all reasonable care for the health and safety of yourself, colleagues, students, and visitors.

Responsibilities

You will work closely with the Head of Facilities, Sustainability and Health and Safety to achieve the following objectives:

- effective maintenance and operation of the Bridge Training sites, ensuring statutory and all other compliance activities, maintenance, security, health and safety.
- working proactively with staff to establish and maintain safe systems of work and a safe environment and to convince staff to change their methods and beliefs through educating them and then continuing to motivate individuals to continue their changed actions.
- ensuring that Bridge Training is compliant with current Health and Safety legislation.
- identifying, securing, and managing funding solutions to enable the continued roll out of energy reduction projects and project manage energy reduction initiatives.

You will need to be safeguarding trained and to be able to fully understand the reporting process if you identify safeguarding concerns.

Bridge Training is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Please note

This post is considered as Regulated Work with vulnerable children and/or protected adults: therefore, Bridge Training follow a Safer Recruitment Policy and process, **this appointment will be conditional on successful pre-employment and enhanced DBS checks. You will be required to sign up to the DBS update service (fee reimbursed).**

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

We do not accept CVs, by post or email. All our vacancies must be applied by completing an application form via nicki.price@bridgetrainingltd.co.uk

Bridge Training Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record check. Details of how to apply and contact details can be found on the GOV.UK website.

Responsibilities & Main Duties

The main responsibilities of the role include:

- Undertake minor repairs to fixtures and fittings
- Subject to safety regulations, redecoration of any area of Bridge Training, agreed as reasonable on instruction from the Health & Safety Manager
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- Regular testing for Legionnaires/ fire alarms/ emergency lighting and other compliance testing. Regularly inspect plumbing and report/repair defects as appropriate
- Order and take delivery of materials to deal with repairs mentioned above
- Repair resources in classrooms as necessary
- Maintain cleanliness and general tidiness of all external hard areas
- Clean and clear all drains and gullies etc to ensure effective and healthy operation in accordance with Health & Safety procedures
- Inspect outside fabric of Bridge Training, report/repair defects as appropriate and complete routine maintenance checks
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc
- Inspect all outside areas for dangerous materials and remove – including external emergency cleaning of spillages.
- Grounds maintenance duties, e.g, weeding, clearance of leaves & litter
- Plan and produce appropriate internal and external Risk Assessments and safe systems of working, in line with Health & Safety regulations and ensure that work is carried out to a safe manner
- Possess a sound understanding of legislation relating to chemicals and dangerous substances (COSHH) and maintain the COSHH register
- Possess a sound understanding of legislation relating to Display Screen Equipment (DSE) and create & maintain DSE register and report findings and recommendations to then Health & Safety Manager
- With the Head of Facilities, Sustainability and Health and Safety, coordinate the undertaking the moving of furniture and equipment as required
- To create and maintain the Bridge Training equipment inventory
- To liaise with and monitor the work of on-site contractors
- Fire prevention and any firefighting duties as may be assigned. To this end the post holder must be conversant with the current fire precautions regulations
- Undertake continuing professional development to support the requirements of the role

General

- Promote to students and staff a safe and harmonious working environment in line with Health and Safety requirements, Code of Conduct, Safeguarding, Data Protection and the Equality Policy and ensure high levels of housekeeping
- Ensure that all Health & Safety procedures are adhered to. (Weekly fire alarm tests, six monthly evacuations, identification of hazards of slips, trips and falls etc.) In accordance with Bridge Training risk assessments.
- To maintain up-to-date paperwork and comply with contractual and audit requirements and to ensure that all contractual paperwork is completed, and all other administrative duties comply with external and internal quality requirements
- Participate in the Bridge Training parents evening and careers event (termly)
- To partake actively in lifelong learning and constantly seek to perform more effectively through widening knowledge
- The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

BENEFITS AND REWARDS

- Staff laptop
- Training and professional qualifications opportunities
- Matched contribution pension scheme
- Free on-site parking is available where space permits; however, the car park is primarily accessible at weekends
- 30 days holiday (+ bank holidays) pro-rata per annum, with extra days given at Christmas.
- Christmas and Easter closure period
- Team building events & paid Christmas Lunch
- Free car valeting service
- Free and confidential advice, information, and counselling service
- Family friendly policies including compassionate leave, doctors and dental appointments, and menopause policy

Person Specification

1.Essential Skills

Willing to learn and the ability to undertake further professional development in line with contractual, business needs and national developments

Hold a recognised Health and safety qualification (Level 2 or above) or a willingness to undergo appropriate training where needed

Good Communication Skills - Ability to communicate effectively with a wide range of people and personalities

Experience in basic maintenance

Honesty and reliability

The ability to plan, monitor and review targets to meet deadlines while giving due attention to quality

Quick learner with the ability to work on your own as well as part of a team

Resourceful and creative

Flexible and responsive attitude to the changing demands of the post

Able to form and maintain appropriate relationships and personal boundaries with young people

2.Desirable Skills

Good standard of Maths and English

Ability to carry out administration effectively and prioritise and organise own workload.

Problem Solving Skills

Be capable of working under pressure

Self-Starter, Able to Work Proactively whilst unattended, Punctual, Reliable and Conscientious
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In possession of a current First Aid certificate or willing to commence training towards this within six months of employment
