

Job Description

Job Title:	Maintenance / Health & Safety Officer
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 occasional weekend work.

Main Duties

Bridge Training has been supporting young people across Gloucestershire since 1989, providing alternative education, skills development and employability programmes. We work with learners who may face a range of barriers to education, training or employment, offering a supportive and inclusive environment where they can build confidence, develop practical skills and achieve positive outcomes.

As a Maintenance & Health and Safety Officer, you will play a vital role in ensuring our learning environments remain safe, welcoming and well maintained. Through effective facilities compliance, monitoring and site maintenance, you will help create the conditions that enable our learners and staff to succeed and thrive.

Role Overview

The purpose of this role is to undertake maintenance and Health & Safety responsibilities across all Bridge Training sites, ensuring that buildings, grounds, equipment and facilities are maintained to an excellent standard. The postholder will help provide a safe, compliant, welcoming and professional environment for learners, parents/carers, visitors, contractors and staff.

Working closely with the Head of Facilities, Sustainability and Health & Safety Manager, the Maintenance & Health & Safety Officer will support the organisation's Health & Safety obligations through proactive maintenance, compliance monitoring, risk assessment management, contractor supervision and the promotion of safe working practices. The role is key to ensuring that all Bridge Training premises remain safe, secure, well-maintained and fully compliant with relevant legislation and organisational standards.

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

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

Facilities Maintenance

- Carry out minor repairs and maintenance to fixtures, fittings, furniture and equipment across all Bridge Training sites.
- Undertake redecoration and refurbishment works, where appropriate and in accordance with Health & Safety regulations, as directed by the Health & Safety Manager.
- Repair and maintain classroom resources and equipment to ensure they remain safe and operational.
- Inspect the building fabric, both internally and externally, identifying defects and carrying out repairs where appropriate or escalating issues as required.
- Coordinate and support the movement of furniture, equipment and resources across the organisation.

Compliance and Health & Safety

- Conduct regular statutory and compliance checks, including fire alarm testing, emergency lighting inspections, Legionella monitoring and other required safety testing.
- Carry out routine inspections and rectify defects as appropriate.
- Develop, implement and maintain risk assessments and safe systems of work in accordance with current Health & Safety legislation.
- Maintain a sound working knowledge of relevant Health & Safety legislation and best practice.
- Manage and maintain the organisation's COSHH register, ensuring the safe storage, handling and use of hazardous substances.
- Administer Display Screen Equipment (DSE) assessments, maintaining the DSE register and reporting findings and recommendations to the Health & Safety Manager.
- Support fire safety management, including fire prevention measures and any assigned firefighting responsibilities, ensuring compliance with current fire safety regulations.

Grounds and External Areas

- Maintain the cleanliness, safety and appearance of all external areas.
- Carry out ground's maintenance duties, including weeding, litter picking, leaf clearance and general upkeep.
- Clear drains, gutters, gullies and other water management systems to ensure effective operation and compliance with Health & Safety requirements.
- Remove leaves, snow, ice, moss and other debris from pathways and external areas, applying gritting or salting treatments when necessary.
- Inspect outdoor areas for hazards, dangerous materials or spillages, taking immediate action to make areas safe where required.

Asset and Contractor Management

- Order, receive and manage materials and supplies required for maintenance and repair activities.
- Create, maintain and regularly update the Bridge Training equipment and asset inventory.
- Liaise with, supervise and monitor the work of contractors on site to ensure compliance with organisational standards and Health & Safety requirements.

Professional Development

- Participate in ongoing professional development and training to maintain technical competence and support the evolving requirements of the role.
- Contribute to the continuous improvement of facilities management, maintenance procedures and Health & Safety practices across Bridge Training.

General

- Work always in accordance with Bridge Training's policies, procedures and Health & Safety requirements, ensuring full compliance with relevant legislation and organisational standards.
- Promote and maintain a safe, positive, inclusive and professional environment for learners, staff, visitors, contractors and other stakeholders, in line with the organisation's Code of Conduct, Safeguarding, GDPR and Equality policies.
- Ensure high standards of housekeeping are maintained across all sites, identifying and addressing potential hazards to provide a safe and welcoming environment.
- Adhere to and support all Health & Safety procedures and compliance requirements, including but not limited to weekly fire alarm testing, emergency evacuation drills, monitoring of fire safety equipment, and the identification and management of hazards such as slips, trips and falls in accordance with Bridge Training risk assessments.
- Maintain accurate, up-to-date records and documentation to meet internal quality standards, contractual requirements, compliance obligations.
- Participate in key organisational events, including termly parents' evenings, careers events and other activities that support learner engagement and organisational objectives.
- Undertake duties across Bridge Training sites and other locations as reasonably required, supporting the operational needs of the organisation.
- Undertake any other duties of the post as may reasonably be required.
- Recognise that the responsibilities of the role may evolve over time. Any significant changes will be discussed through the organisation's appraisal and review processes, with the job description updated as necessary in consultation with the postholder.

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
- 35 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

Essential Qualifications, Knowledge and Experience

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Hold a recognised Health and safety qualification (Level 2 or above) or a willingness to undergo appropriate training where needed
- Experience of carrying out building maintenance, repairs and general facilities management duties.
- Experience of working within Health & Safety regulations and safe working practices.
- Experience of conducting routine compliance checks and maintaining accurate records.
- Knowledge of Health & Safety legislation, including risk assessments and safe systems of work.
- Knowledge of COSHH regulations and the safe handling, storage and disposal of hazardous substances.
- Experience of liaising with contractors and monitoring works on-site.
- Experience of working independently, managing workloads and prioritising tasks effectively.
- Basic IT skills, including Microsoft Office applications and electronic record keeping.

Desirable Qualifications, Knowledge and Experience

- Knowledge of statutory compliance requirements, including fire safety, Legionella, emergency lighting and building maintenance.
- Experience of developing and maintaining asset registers and maintenance schedules.
- First Aid at Work qualification or a willingness to undergo training within six months of employment
- Experience of supporting environmental sustainability initiatives within a facilities setting.

Essential Skills and Attributes

- Strong practical maintenance and repair skills.
- Ability to identify maintenance issues and implement effective solutions.
- Good understanding of Health & Safety requirements and risk management.
- Ability to produce clear and accurate risk assessments and compliance documentation.
- Strong organisational and time management skills, with the ability to manage multiple priorities.
- Ability to work independently, using initiative and a proactive approach to achieve key targets with minimal supervision
- Good communication and interpersonal skills, with the ability to build positive working relationships with staff, learners, visitors and contractors.
- Ability to maintain high standards of housekeeping and site presentation.
- Reliable, responsible and committed to maintaining a safe working environment.
- Ability to undertake physical duties associated with maintenance, grounds maintenance and manual handling.
- Commitment to safeguarding, equality, diversity and inclusion.

Desirable Skills and Attributes

- General trade skills.
- Understanding of sustainability and environmental good practice.
- Experience of supporting emergency response procedures and business continuity activities.
- Flexible and adaptable approach to meet the changing needs of the organisation.

Personal Qualities

- Professional and approachable manner.
- Positive, solution-focused attitude.
- High level of integrity and attention to detail.
- Commitment to continuous professional development.
- Empathy and understanding of the needs of young people and vulnerable learners.
- Ability to represent Bridge Training positively and always uphold its values.