

### JOB DESCRIPTION

<b>Job Title:</b>	Maintenance Technician Apprentice
<b>Department:</b>	Estates
<b>Contract:</b>	Fixed term contract (18 months)
<b>Salary:</b>	£14,500 p.a. increasing to National Living Wage after 12 months in post.
<b>Apprenticeship details:</b>	The successful candidate will be supported to achieve a Level 2 Property Maintenance apprenticeship standard.
<b>Report To:</b>	Maintenance Supervisor
<b>Job Purpose:</b>	To support the maintenance team in delivering a high quality teaching and learning environment to our students, staff and visitors through maintenance tasks across the Estate.
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Assist colleagues in various property maintenance tasks, following clear instructions provided both written and/or verbally.</li> <li>2. Assist colleagues to monitor and maintain a high level of customer satisfaction through escalation of work requests and technical issues to provide suitable solutions in line with service level agreements.</li> <li>3. Proactively update facilities management software with work request status and resolution progress.</li> <li>4. Assist the Maintenance Technician Supervisor to maintain accurate and up to date records across the University campus.</li> <li>5. To attend training courses, internally and externally, as directed to obtain a level of learning and experience to enable progression towards exemplary performance.</li> <li>6. To maintain accurate personal training logs to include but not be limited to: training completed, experience earned, and competencies proven.</li> <li>7. Assist in projects undertaken by the department throughout the project lifecycle.</li> <li>8. Work within all areas of the Estates Unit to develop a good understanding of the roles and responsibilities of each Maintenance Technician.</li> <li>9. Successfully engage in apprenticeship and gain level 2</li> </ol>

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	<p>qualification.</p> <ol style="list-style-type: none"><li>10. Adhere at all times to all relevant health and safety policies and safe working practices.</li><li>11. Keep all working areas including store areas in a clean and safe condition.</li><li>12. To ensure practice is in line with the requirements of the General Data Protection Regulations.</li><li>13. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</li><li>14. Any other duties commensurate with the nature and grade of the post.</li></ol>
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**PERSON SPECIFICATION**

<b>Post:</b>	Maintenance Technician Apprentice
<b>Experience:</b>	
1	Experience of working as part of a team.
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<b>Skills &amp; Abilities:</b>	
6	Excellent communication skills, both written and verbal.
7	Self-motivated with a positive and hardworking attitude.
8	Working knowledge of Microsoft Suite
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<b>Education &amp; Qualifications:</b>	
11	GCSEs (or equivalent) at grade 3/D/High E or above to include Maths, English.
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<b>Training &amp; Professional Development:</b>	
16	Willingness to engage fully with apprenticeship programme and any other training deemed necessary to the role.
17	Willingness to keep abreast of developments in the field of property maintenance.
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<b>Other:</b>	
21	Flexible approach to work in line with the needs of the service.
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