

JOB TITLE: Maintenance and Safety Officer (Ref: CS1711)

SALARY: depending on experience

HOURS: Full-time (job share/part-time hours considered)

DEPARTMENT: Resources

REPORTS TO: Head of Resources

LOCATION: Central Services, Berkshire Maestros, Stoneham Court, Tilehurst, Reading.

JOB PURPOSE:

To carry out safety checks and perform maintenance and cleaning duties of buildings and grounds, manage contractors and coordinate cleaning/security schedules.

Accountabilities

Buildings and Grounds Maintenance

- Buildings maintenance, including upkeep, decorating and repairs to fixtures and fittings.
- Grounds maintenance, including weeding, sweeping and gritting.
- Appoint and oversee external contractors.
- Maintain maintenance plan.
- Order maintenance supplies in line with set budget.
- Report all defects to the Head of Resources.
- Assist with the setting up/down of room bookings on a daily basis.

Cleaning

- Schedule and carry out cleaning duties with relevant team members.
- Perform deep cleans of carpets and furnishings during school holiday periods.
- Order cleaning supplies in line with set budget.

Company Vehicle

- Wash and valet company van on a regular basis.
- Monitor oil, tyre pressure and general condition.
- Book services and MOTs as required.
- Drive van as part of the Resources Team's instrument delivery and collection schedule.

Health and Safety

- Carry out and record routine tests and inspections, including water temperature, emergency lighting and fire call-points.
- Schedule and carry out fire drills for Head Office and assist Music Centre Managers with music centre drills as appropriate.
- Carry out appropriate risk assessments for Head Office and assist Music Centre and Event Managers as appropriate.
- Arrange portable appliance testing (PAT) on an annual basis.
- Report all potential hazards to the Head of Resources.

Person Specification

- Buildings maintenance experience.
- Risk assessment and other H&S experience.
- Driver with clean driving licence.
- Knowledge of Microsoft Office.
- Positive, committed and approachable attitude.
- Confidence and ability to work with internal/external suppliers and organisations.
- Energetic and enthusiastic, with an adaptable and flexible “can-do” attitude.
- Well organised, honest and trustworthy individual.
- Suitability to work with an organisation involved with children - employees are subject to safeguarding checks.

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an enhanced DBS check.