

JOB DESCRIPTION
For TRENT COLLEGE LIMITED



TRENT
COLLEGE

1. Date produced/reviewed/by: 22nd May 2022 (Director of Operations / Head of Building Services)

2. Position Title: Swimming Pool / Building Services Engineer

3. Overall scope of the post:

Founded in 1866 Trent College is a leading co-educational school and occupies a prominent site of approximately 42 acres on the edge of Nottingham. As well as a senior school on site there is a junior school, the Elms, which shares the schools facilities and operational services. At present there are approximately 1150 pupils on the campus from the age of 6 weeks to 18 years.

Working as a fully 'hands on' member of the building services team, the Swimming Pool / Building Services Engineer will be responsible for assisting in the upkeep of the school swimming pool and of all buildings and associated mechanical and electrical plant across the school estate. The Swimming Pool / Building Services Engineer will have significant 'hands on' involvement in all revenue maintenance, refurbishment, and repair projects alongside more major capital development projects.

4. Responsibilities, tasks and duties:

Maintenance & Building Services

The primary function of the Swimming Pool / Building Services Engineer will be the daily cleaning and maintenance of the school swimming pool alongside the repair and ongoing general maintenance of all building stock and associated mechanical and electrical plant. This is a 'hands on' swimming pool cleaning, and maintenance role alongside a range of building repair and refurbishment tasks. There will be daily challenges that will need to be overcome in a timely and competent fashion.

Facilities Compliance

The Swimming Pool / Building Services Engineer will be responsible for the undertaking of many facilities compliance tests and inspections. Some such compliance is extensive and detailed however includes Asbestos, Legionella Control, Specific Swimming Pool Regulations, Fire Risk Assessment and all associated controls equipment and actions, Air Conditioning & Ventilation, Lightning Protection, Electrical Fixed Wiring & Portable Appliances, Gas Appliances, Lifting Equipment, Passenger & Goods Lifts, Insurance Plant Inspections, Local Exhaust Ventilation, Access Equipment, Pest Control, Pressure Plant and Security Equipment. It is essential that the Building Services Engineer recognises the importance of facilities compliance and all associated record keeping and is capable of practically undertaking many such actions.

Project Delivery

The Swimming Pool / Building Services Engineer will be significantly involved with all revenue maintenance, refurbishment, and repair projects alongside more major capital development projects.

Contractor Management

The Swimming Pool / Building Services Engineer will be expected to build relationships with a range of regular and occasional contractors. The Swimming Pool / Building Services Engineer will at times be required to check identifications of contractors prior to work commencing and oversee elements of contractor task completion.

Facilities Health & Safety

The Swimming Pool / Building Services Engineer will play a key part in the implementation of the school's health and safety policy and arrangements.

The Swimming Pool / Building Services Engineer will act as a school Fire Safety Warden. The Director of Operations is the Fire Safety Officer and the Head of Building Services is the Deputy Fire Safety Officer and the Building Services Supervisor (Charge Hand) is the Assistant Fire Safety Officer.

5. Purchasing

The Swimming Pool / Building Services Engineer will at times be required to order and purchase materials. Such purchasing must achieve best value and be within approvals set by the Head of Building Services or Building Services Supervisor (Charge Hand).

6. General Health and Safety:

As required by the Health and Safety at Work Act 1974, Trent College is committed to ensuring the Health and Safety of all who learn, work, live and visit the school. All safety instruction must be obeyed and required training undertaken. All accidents and near misses must be reported and recorded. Should medical assistance be required on site the Medical Centre must be contacted by phoning 6999 or by finding your nearest first aider. If deemed necessary, please do not hesitate to dial (9) 999.

7. Professional Development:

The post holder is required to maintain and develop their professional knowledge to the highest of standards, keeping abreast of technical developments and best working practise. Such knowledge will be gained by reading trade journals and attendance at a wide range of regulatory training and courses.

8. Line Management:

The Operations Department which includes Building Services, Gardens & Grounds, Catering & Hospitality, Domestic Services, Security, Safety, Transport and Commercial Activities / Lettings is under the overall leadership, management and control of the Director of Operations.

The Swimming Pool / Building Engineer reports directly to the Head of Building Services but at times will be supervised by the Building Services Supervisor (Charge Hand)

The Building Service team is currently made up of six staff (1 x Building Services Supervisor (Charge Hand), 1 x Building Services Engineer, 1 x Swimming Pool / Building Services Engineer, 2 x Decorators & 1 x Joiner).

9. Working Hours / Shift Pattern:

The core hours for the role will be 0600 - 1500 Monday - Friday in school term time and 0800 - 1700 Monday - Friday throughout the school holiday periods including Summer, Christmas, Easter and three half term breaks. It is stressed that this is a demanding role, evening and weekend work will at times be necessary and the post holder will be required to be contactable / respond to emergency callouts out of hours. Hours of work / duty will be agreed with the Head of Building Services.

The Swimming Pool / Building Services Engineer will be required to work each year on the school's annual Speech Day.

Holiday Entitlement: 5 weeks per calendar year, to be agreed with the Head of Building Services, plus statutory Bank Holidays.

10. Job Specific Requirements:

This is a 'hands on' building services role which would suit an individual who has experience of building maintenance and most importantly fault finding and initial repair of both mechanical & electrical installations. Experience of swimming pool maintenance and management would be an advantage however training can be provided. The ability to work under pressure and prioritise is essential. The post holder will be expected to take a keen interest in all aspects of life at both Trent College and The Elms and most importantly possess a 'can do' attitude.