



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none"> • Maintenance Technician
CONDITIONS OF ROLE	<ul style="list-style-type: none"> • Start Date: August 2025 • Contract Type: Permanent • Hours of Work: The hours of work will be Monday to Thursday from 7:00am to 3:30pm, and 7:00am to 2:30pm on Friday, with 30 minutes (unpaid) for lunch. A paid working week of 39 hours. • Salary: The salary range for this post is £28,256 to £30,560 per annum and is dependent on skills and experience • Holiday Entitlement: Entitlement is to 25 days' annual holiday leave plus 10 days' statutory holiday (pro rata if part time) when the schools are closed. The Schools holiday year runs from January to December.

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none"> • The Maintenance Technician will be responsible for ensuring the preventative maintenance check are completed in accordance with relevant legislation for a range of assets across the school, ensuring a safe environment for everyone. • Act as the subject matter expert on emergency lighting and EET.
ACCOUNTABILITY	<ul style="list-style-type: none"> • The Maintenance Technician is accountable to the Maintenance Manager.
AUTHORITY	<ul style="list-style-type: none"> • The Maintenance Technician has authority as delegated by the Head of Estates and Facilities.
RELATIONSHIPS	<ul style="list-style-type: none"> • The Maintenance Technician works closely with colleagues in Estates and Facilities as well as interacting with both internal and external stakeholders.

DUTIES AND KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out all maintenance duties as instructed by the Maintenance Manager and other promoted staff, ensuring the Schools are maintained to a high standard of repair. • Carry out an annual programme of Electrical Equipment Testing (ETT) and Emergency lighting tests. • Supporting the Facilities department including Plumbers, Joiners, Janitors and Electrician where necessary • Assemble, repair, and refurbish school furniture, including desks, chairs, and shelving, as needed. • Respond promptly to planned, unplanned, and emergency maintenance requests, including urgent repairs that may impact school operations, such as broken doors, damaged flooring, or window repairs.
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	<ul style="list-style-type: none"> • Assist with the setup and breakdown of temporary structures, staging, and furniture for school events. • Work alongside electricians, plumbers, and decorators and external contractors to ensure efficient completion of maintenance projects • Manage workflow and remedial actions via the Civica/Parago CAFM system • Driving ESMS mini buses and other vehicles for servicing and repairs • Escorting non Disclosure Checked contractors
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Proven experience in maintenance, ideally within a maintenance or facilities management setting • Experience with a variety of maintenance tasks, including repairs, installations, and refurbishments • Experience working with different types of materials, such as wood, metal, and composite • Experience with emergency repairs and responding to urgent requests • Knowledge and practical experience of Health & Safety procedures, including safe working practices • Experience using a computerised assisted facilities management system, for job management and compliance checks. • Knowledge and experience of safely using power tools for a range of repairs and maintenance tasks • Experience of Portal Appliance Testing • Experience with Emergency lighting discharge tests 	<ul style="list-style-type: none"> • Previous experience of working in a school setting
Education/Qualifications	<ul style="list-style-type: none"> • Completed an apprenticeship or equivalent qualification in a related trade. 	<ul style="list-style-type: none"> • First Aid training

	<ul style="list-style-type: none"> • PAT testing qualification 	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Physical ability to lift, cut, join and wield heavy tools and materials • Flexible and adaptable at work in order to meet competing priorities • Skilled in reading and interpreting technical drawings, plans, and specifications • Excellent problem-solving skills, with the ability to work independently and make decisions when needed 	
Personal Attributes	<ul style="list-style-type: none"> • Reliable and punctual, with the ability to work independently and as part of a team • A proactive approach, with a strong work ethic and the ability to take initiative • Highest standards of professionalism and personal integrity • Boundless energy and resilience to allow challenges to be viewed as opportunities • Dealing with every situation calmly and professionally • A desire for fairness, dignity, and respect in every interaction • Active listening and authenticity • Positive attitude and a customer-focused approach to working with staff, students, and external contractors. 	
Other Requirements	<ul style="list-style-type: none"> • Full, clean UK Driving Licence. 	<ul style="list-style-type: none"> • Driving License with minibus and trailer entitlement (D1 and D1E).

The closing date for this role is Wednesday 23 July at 12 noon. We anticipate interviews will be held shortly after.