

Job Description

Post Title: Estates Facilities Maintenance Craftsman

Reference No: BK/EFMC001

Bright Kids has established itself as a high quality provider of children's day care in the region. Accordingly, we expect the highest standards of professionalism, attention to detail and loyalty from our staff all times. You will be expected to contribute towards Bright Kids philosophy of providing a high-quality environment for the children attending the nurseries (settings) in accordance with company management philosophies and policies. The work will involve a wide range of duties, and hours of work that will vary on a weekly cycle between early morning starts and late evening finishes, including some occasional weekend working. Specific duties will vary according to the times of the day when on duty and will be assigned by the Group Estates Facilities & Utilities Manager, who will be responsible to the CEO for the effective and efficient service provision.

Role Responsible to: Group CEO, Group Estates Facilities & Utilities Manager, Head of Operations and Nursery Managers

Main Responsibilities:

1. To maintain the grounds and lawns ensuring they are safe and fit for purpose
2. To ensure the grounds and parking areas are clean, safe and tidy
3. Carrying out duties utilising the Bright Kids Group Helpdesk Management System
4. To work with and oversee contractors or other suppliers undertaking maintenance work as required or requested
5. To provide effective maintenance and caretaking of the buildings at all settings
6. To undertake smaller ad hoc site projects from time to time
7. To give support to other personnel within the company and to support the Group Estates Facilities & Utilities Manager as required

Main Duties:

1. To maintain the gardens at the settings including mowing, strimming, trimming of hedges, pruning, weeding, maintain flower beds, hanging baskets and other garden features
2. To develop planting / growing areas specific to sites
3. To ensure the grounds, paths and entrances are weed free, swept and cleared regularly
4. To ensure litter is cleared from parking and public areas
5. To clear gutters, drains, down pipes etc and repair/maintain as necessary
6. To repair, replace and maintain the fencing and woodland areas
7. Cleaning and maintaining company signs when necessary
8. Cleaning and maintaining outside play equipment on a regular basis
9. Assisting in the clearance of ice and snow when necessary
10. To clean light fittings and to replace tubes, lamps, starters, and diffusers as necessary
11. To provide wet cleaning of carpets on a rota basis at all sites on a cyclical program
12. To maintain the settings own individual maintenance required assets and raise any issues with any maintenance required assets before they become end of useable life
13. To clear sink and toilet blockages, removing foreign matter as required

14. To undertake the moving around of company equipment, including a bouncy castle, from time to time
15. To undertake any 'general maintenance handywork' required by the settings from time to time e.g. painting, woodwork, plumbing, internal glazing, picture hanging etc.
16. To support other staff in ensuring the cleanliness of settings is maintained both inside and out
17. To drive the company vehicles, including a minibus, subject to a suitable licence being held
18. To advise the Group Estates Facilities & Utilities Manager of low stocks of rock salt, weed killer, lamps and any other supplies or materials which you use in your daily duties
19. To maintain relevant records and paperwork as required inclusive of all compliance
20. To ensure all equipment is maintained in clean and working order and that any repairs/breakdowns are reported to the Group Estates Facilities & Utilities Manager soon as possible
21. To ensure a safe working environment for colleagues, children, and visitors in line with the HASAW Act and the Bright Kids Health and Safety Policies
22. To be familiar with and to ensure all health & safety policies and risk assessments are implemented, up to date and that COSHH regulations are complied with records/registers kept
23. To be prepared to work outside of settings opening hours to undertake duties i.e. evenings and weekends
24. To ensure that quality of work is always of a high standard
25. To be consistent, considerate, polite and to conduct yourself in a professional manner at all times
26. To abide by and be aware of all the policies of the company and put them into practice
27. To co-operate and communicate with the Management Teams on relevant matters
28. To participate in relevant in-house training programmes and take advantage of training courses made available as applicable to the role
29. To attend and contribute to staff meetings outside working hours when appropriate
30. To pass on any relevant information to the EFU Manager, Head Office Staff or Setting Managers as required
31. Work alongside the EFU Manager and Bright Kids staff to ensure that the philosophy behind any project is fulfilled
32. To undertake any other duties as required by the EFU, Management Team or the CEO
33. To utilise the Estates Computerised Helpdesk system and update daily/weekly for monitored workflow and workload
34. To carry out portering duties at settings as required
35. To respond to Emergencies outside of working hours as requested from time to time
36. Safeguard and promote the welfare of children and staff whom you encounter daily
37. To assist in ensuring the internal and external cleanliness of Bright Kids vehicles you may use and a weekly check on the condition of tyres, fluid levels, lights and battery etc, if required to do so.
38. In addition to the requirements listed above, the following elements are intrinsic to the role and therefore it is essential that applicants are able to undertake work which involves: driving duties, regular lifting, bending, working outdoor in all weathers, significant use of computers, working at heights/ladders

Qualifications, Qualities & Experience:

Our ideal candidate will be experienced at working within a variety of disciplines, be dynamic, and versatile. They must be able to work under their own initiative with minimum supervision. The ability to be flexible and adaptable is essential, accommodating last minute changes/requests as required. No formal qualifications are required but relevant

qualifications in a suitable building trade would be advantageous. An awareness of health and safety, COSHH and safeguarding is also preferred.

Salary and Conditions:

Salary: Dependent on qualifications and experience (Negotiable from £18000 pa)

Hours: 40 hours per week variable to meet the needs of the business

Holidays: 28 days per annum

Additional Benefits: Health Cash Plan, Bonuses, Uniform, Flexible Working, Subsidised Childcare, Additional Birthday Holiday after 1 year and further long-service holiday entitlements available

A full Enhanced DBS Certificate will be required prior to commencement of employment.

Person Specification

Knowledge, Skills and Abilities:

1. To hold a clean driving licence
2. To have experience of garden and general maintenance
3. To have experience of using garden machinery including strimmer's, mowers, hand tools, drills etc.
4. To be able to work unsupervised and manage own workload
5. To be a good team worker
6. To be able to communicate effectively orally, in writing, and using computers when necessary
7. To be well organised and motivated
8. To have good general DIY skills
9. To have a general knowledge of Health & Safety and to learn more as required
10. To be able to work with children and young people whilst maintain appropriate boundaries
11. To have an enthusiastic and responsible approach to the role and its requirements
12. To be prepared for an all round 'hands-on' involvement with the settings
13. To work with, and share information with colleagues, internally and externally whilst maintaining confidentiality.
14. To be able to relate to and work with others at all levels
15. To be physically capable to carry out this role
16. To ensure a positive recognition of race, culture, language, and religion (for children, parents, and colleagues).
17. To make effective decisions in an emergency
18. A commitment to the company's equal opportunities policy, safeguarding, and Equality & Diversity policies, and to understand and implement the policies in relation to the job description.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and we will let you know whether or not your application is successful at shortlisting.