

#EMATters



**East Midlands
Academy Trust**

Application Pack Mobile Maintenance Technician

**“Every child deserves to
be the best they can be”**


**East Midlands
Academy Trust**

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



Post Description:

Post title:	Mobile Maintenance Technician
Responsible to:	Estates Manager
Liaising with:	Estates Manager, Site Managers, Head teachers
Pay Range:	£36,010.42 - £41,411.98
Contract:	37hrs Permanent

Job Purpose:

Mobile Maintenance Technician is to work as part of a central team (working within geographical areas) to be responsible for improving, maintaining, and preserving our school buildings and premises to create a stimulating learning environment for all our pupils. You will work with a group of schools, reporting to the Estates Manager, completing a variety of maintenance tasks allocated to you including repairs, painting, carpentry, installation of fixtures & fittings and groundworks. You will be responsible for ensuring the school sites are fit for purpose, safe, well maintained, and secure liaising with the Site Managers and Estates Manager. You will be an experienced and practical, hands-on trades person confident with a good working knowledge of electrical, mechanical, or other trades but the Trust will provide full training and an opportunity to gain accreditation/qualifications in specific trades where required. You should thrive working part of a team, have pride in your own work with high standards and be keen to obtain the best learning environment for our pupils with limited resources. The role will involve travel between school sites on a regular basis. You would be joining the Trust at an extremely exciting time as it continues an incredible journey of growth, innovation, and school improvement. The Trust Maintenance Technician role is a new role so you will be directly involved in assisting the Estates Manager to shape the service and implement best practice and high standards of compliance.

Responsibilities include:

- **Health & Safety Compliance:** Ensure all maintenance activities comply with relevant health and safety regulations and Academies policies.
- **Emergency Response:** Respond promptly to emergency maintenance requests, such as leaks, electrical failures, or security breaches, minimising disruption to Academy activities.
- **Energy Management:** Monitor and manage energy consumption within the Academies premises to support sustainability initiatives and reduce costs.
- **Security Oversight:** Oversee the security systems, including alarms, locks, and CCTV, ensuring all are functioning correctly and responding to any security incidents.
- **Grounds Maintenance:** Coordinate and assist with maintenance of outdoor areas, including gardens, pathways, parking area, and playground equipment.
- **Compliance Audits:** Prepare for and assist with health and safety inspections, ensuring all documentation is up-to date and any issues are addressed.
- **Training:** Provide training and guidance to Site team members on basic maintenance procedures and health and safety practices.
- **Record and Reporting:** Produce regular reports on maintenance activities, costs, incidents, and

ongoing projects to the Estates Management Team.

- Work collaboratively with fellow site staff and outside contractors, supporting tasks that require additional manpower and expertise as needed.
- Conduct regular inspections of academy facilities, documenting any required repairs or maintenance tasks to ensure all areas remain in safe and working order.
- Assist in the setup and breakdown of facilities for special events, ensuring all logistical details are met efficiently.
- To prepare outline specifications and gather quotations and tenders for the maintenance services and minor repairs if requested by the Multi-Academy Estates Manager.
- To identify and report building, furnishing or fittings deficiencies and undertake any remedial action that may be authorised and appropriate. This may involve liaising with external contractors.
- To assist in the lettings on the site including the set up and take down of equipment, responding to all reasonable customer requests, ensuring the lettings area is clean and consumables are replenished.

Attribute	Essential	Desirable
Qualifications and training	• Risk Assessment experience/qualification • Strong knowledge of health and safety regulations related to school premises.	• Hold recognised training/qualification associated with premises management • Training in health and safety procedures, such as IOSH, COSHH or First Aid.
Experience	• Proven experience in building maintenance or facilities management, preferably within an educational setting. • Experience or skills in a trade • Ability to use maintenance tools and equipment safely and effectively • Ability to understand and apply regulations such as Health and Safety, Manual Handling, COSHH, and Legionella	
Knowledge and skills	• Ability to perform the physical tasks required by the post including lifting, carrying and pushing various	

	• Problem-solving skills and attention to detail. • Ability to work independently and as part of a team. • Excellent organisational and time-management skills • Safeguarding policies and procedures • equipment to undertake the duties of the post • Good Communication Skills • Good numeracy and literacy skills • Good IT skills • Ability to manage people directly and indirectly • Ability to adapt to changing and conflicting demands • Ability to demonstrate an understanding of children • Ability to gather information, analyse data and problem solve • Good time management and prioritisation of tasks • Ability to prioritise workload whilst maintaining a flexible approach to respond to urgent requests	
Personal qualities	• Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the Trust and its academies • Undertake appropriate training as required • Ability to lone work or a part of a team • Well organised • Reliability and punctuality • Comply with Health and Safety regulations to ensure that all duties are carried out safely	

	Adhere to the Trust/Academy's policies and procedures, and most importantly, the equal opportunities policy, child protection policy and all Health and Safety related policies	
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Compiled by:	Revision Number
Approved by:	Revision Date ____/____/____

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

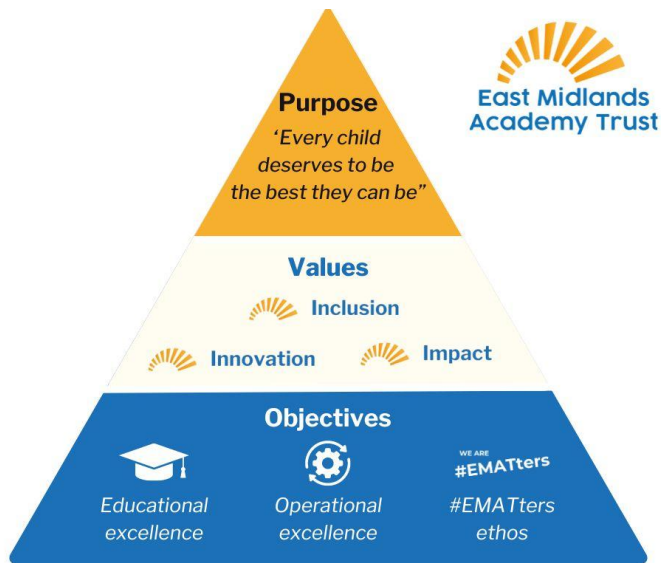
This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

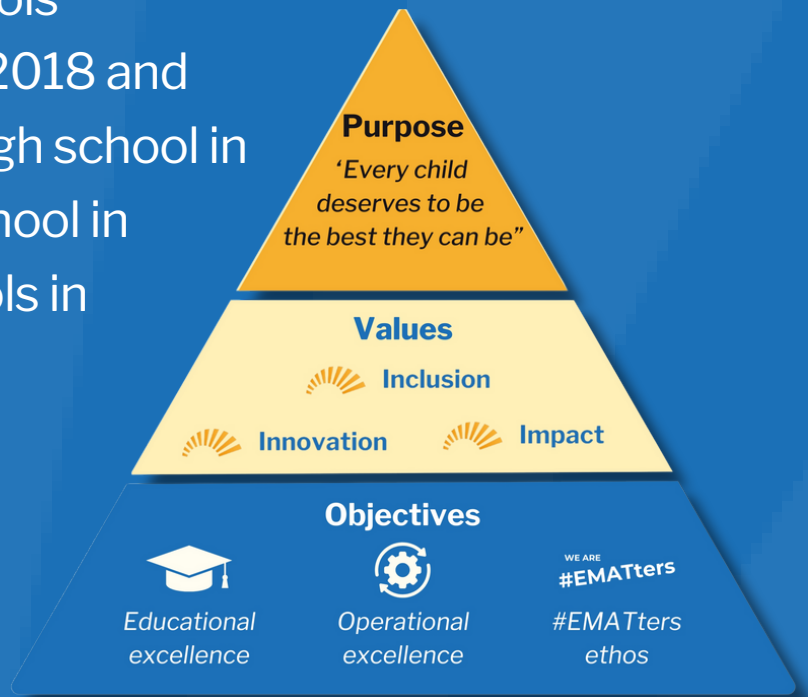
Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

