



Job Description

Job Title:	Senior Plumber
Responsible to:	Plumbing and Mechanical supervisor
Dept:	Maintenance
Last reviewed:	July 2022

Job Outline & Purpose

The post of Senior Plumber is a full time position and involves core working hours of 38.75 hours per week - exact times of working to be allocated by the Head of Maintenance through the Plumbing and Mechanical Supervisor, however typically it will be 7.45am to 4.00pm Monday to Friday. The role is part of the out of hours engineer rota.

In addition to these core working hours, the post holder may be required to work reasonable additional hours as are necessary for the proper performance of their role. This may include working early mornings, evenings and at weekends, especially on special event days. These out of hours commitments will be paid with either overtime or time in lieu.

The primary objective of the role is to provide support to the School in all aspects of plumbing works including installation, repair and maintenance of all plumbing equipment within the School's portfolio ensuring that the School is safe, compliant and fit for purpose. In addition, the post holder will be required to follow practices and procedures as agreed by the Head of Maintenance through the Plumbing and Mechanical Supervisor.

The duties of this post will include lifting and manual handling; therefore, the post holder should be familiar with the procedures required for these areas. They will also be required to hold a full driving licence and be able to drive a small truck/van.

It is essential that the post holder is able to work well under pressure, and is able to meet deadlines whilst retaining a high level of organisation and accuracy.

Please note that all duties undertaken by the post holder must be carried out efficiently, effectively, within deadlines and to the standards acceptable to the management team.

Key Responsibilities & Duties:

The post holder will be required to undertake the following duties.

- to carry out emergency, planned and reactive maintenance and repairs to the School's plumbing and heating systems, circuits, fittings equipment and plant and to ensure that all works carried out are compliant with all current legislation, including WRAS Regulations, and building regulations, etc.
- to inspect, test, maintain and repair plumbing and heating equipment, fittings and pipework /installations and to ensure that all works carried out are compliant with all current legislation, including WAS Regulations, building regulations, etc.

- to record all inspections and findings in accordance with current legislation, and to provide these to the Head of Maintenance through the Plumbing and Mechanical Supervisor to enable accurate and current records to be entered onto the maintenance CAFM system
- to carry out repairs, alterations, additions and when necessary, new installations in accordance with current legislation
- to advise the Estate Director, Head of Maintenance and Mechanical and Plumbing Supervisor of new plumbing and heating based innovations or changes of regulations which may impact on the School's working environment or departmental budgets
- to provide appropriate plumbing information to enable design for refurbishment projects and ongoing maintenance works being undertaken, e.g. existing usage, pipe runs, existing plumbing and heating circuits, plant and equipment
- to ensure that the School complies with current plumbing and heating Health and Safety regulations
- to be part of the out of hours engineer rota

Person Specification

ESSENTIAL

Personal Qualities:

- good communication and interpersonal skills at all levels
- ability to work as part of a team and have flexibility
- well organised with the ability to prioritise tasks
- the ability to work to deadlines and under pressure
- able to work individually and on own initiative
- polite and confident
- enthusiastic and the ability to learn
- numerate/literate
- proactive, self-motivated, enthusiastic and resourceful
- honest, reliable, committed and punctual

Skills:

- proven track record in the field of plumbing work
- working with a variety of building materials
- able to drive and hold a valid driving licence
- good working knowledge of Health and Safety legislation
- the ability to work in a way that promotes the safety and wellbeing of children and young people

Qualifications:

- City & Guilds - Certificate in the Requirements for Plumbing and domestic heating (6189)
- NVQ Level 2 Diploma in Plumbing and Heating
- NVQ Level 2 Diploma in Installing and Maintaining Domestic Heating Systems.
- Level 3 NVQ Diploma in Domestic Plumbing and Heating

DESIRABLE

Experience:

- working in a school or other educational environment

Qualifications:

- First Aid
- Health and Safety
- Gas safe registered
- Commercial Gas registered

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to comply with health and safety requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>