



Job Description

Job Title:	Plumber
Responsible to:	Plumbing and Mechanical Supervisor
Dept:	Maintenance
Last reviewed:	November 2023

Job Outline

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 management team.

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.

The post of Plumber is a full-time position and involves core working hours of 40 hours per week. 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.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

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 management 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 management team 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

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Plumber Person Specification

	Essential	Desirable
Qualifications		
City & Guilds - Certificate in the Requirements for Plumbing and domestic heating (6189)		✓
NVQ Level 2 Diploma in Plumbing and Heating		✓
Level 3 NVQ Diploma in Domestic Plumbing and Heating		✓
Certifications relating to the field of plumbing work		✓
Valid UK driving licence	✓	
Knowledge, Skills and Experience		
Proven track record in the field of plumbing work	✓	
Prior experience working with a variety of building materials	✓	
Good working knowledge of Health and Safety legislation	✓	
Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
Personal Attributes		
Good communication and interpersonal skills at all levels	✓	
Well organised with the ability to prioritise tasks	✓	
Ability to work to deadlines and under pressure	✓	
Enthusiastic and the ability to learn	✓	
Ability to work as part of a team with flexibility, and individually using own initiative	✓	
Honest, reliable, committed and punctual	✓	