

# ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

## School Maintenance Assistant

### Job Description

#### The School

St Teresa's has a school population of 680 including over 80 boarders, and a healthy Sixth Form. The School has its own Preparatory School. The School sits in 55 acres of beautiful countryside and benefits from excellent facilities. In recent years the School has carried out a significant development programme and further exciting projects are in the pipeline.

St Teresa's offers a strong caring community based on its Catholic traditions but remains an inclusive environment that welcomes pupils from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

PLEASE NOTE: The school is located in the Surrey Hills on the outskirts of the village of Effingham in an area with little or no public transport links, therefore own transport is essential.

#### Job Summary

The School is seeking to appoint a resourceful, reliable person for this key position as part of the School's Maintenance Team, reporting to the Facilities & Estates Manager.

Your duties will include general facilities maintenance. In addition, you will assist in a full range of running repairs, building works, portage and ground maintenance tasks. Some minibuses may be necessary.

You will be part of the school support team and must be able to relate well within your team, along with pupils, parents, staff and visitors.

Willingness and flexibility to work 1 late shift per week.

**Security and associated duties** – Duties include assisting the school Caretaker in carrying out security procedures for school buildings and grounds.

Assist car parking and traffic control and grounds maintenance tasks when required.

Report all defects which require specialist repair.

Inspect electrical fittings and report defects as required. Replace lamps/lights/tubes and domestic fuses as required. Inspect plumbing and report/repair defects as appropriate. Undertake minor repairs to fixtures and fittings including desks, tables, chairs and any other deemed appropriate by Line Manager.

Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed. Reporting acts of vandalism to the Line Manager. To respond and deal with alarm calls.

**Stock/Deliveries** – To assist with the delivery and safe storage of goods.

**Furniture moving** – Responsible for moving such items of school furniture/equipment as required, with due regard to current Health and Safety and Lifting and Handling regulations. Preparation of rooms, halls for assemblies, meetings, examinations, parents evenings and open evenings etc.

**Set-ups** - Preparation of areas for external client use when appropriate. To ensure that areas used for the above are returned to the original state for use by the school.

The preparation of rooms for painting, with due regard to the same regulations. Assist with leaks, floods, fires and breakages as appropriate. Ensure access for emergency services, assist as necessary and secure premises as required.

**Health and Safety** – To assist with all Health and Safety related matters within the school. Report all Health and Safety concerns to the Facilities & Estates Manager. Ensure that contractors on site do not put the safety of pupils, staff and themselves in jeopardy by not adhering to Health and Safety practices.

**General** – Assist with emergency cover in the event of sickness or other absence including holiday cover. Any other duties deemed necessary by the Line Manager which are consistent with the purpose of this post.

**Driving** – To drive works van and act as a relief driver as and when necessary covering sickness and absence.

## School Maintenance Assistant Person Specification

The person appointed will have many or all of the following qualities and aptitudes.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications or Training</b>	Knowledge of basic health and safety legislation. Understanding of site security issues. Willing to undergo training as required, able to understand and apply regulations (such as health and safety, manual handling regulations etc). Able to operate electrical/mechanical systems.	DI on licence
<b>Experience</b>	Competent painting and decorating and basic building repairs and maintenance. Experience of the building trade. The ability to follow and carry out written and verbal instruction.	Ideally with a trade background.  Experience of painting and decorating in Academic environments.  Porterage.
<b>Practical Skills</b>	Able to effectively organise own work and organise small teams. Ability to communicate clearly and effectively, both orally and in written form. Able to regularly handle/carry heavy items. To demonstrate experience of trade/building skills.	
<b>Personal Characteristics</b>	A proven track record of a high level of attendance at work Good inter-personal skills. Able to work effectively with little supervision Polite and courteous to members of the public, staff, pupils and parents Calm and patient under pressure Co-operative with other employees, parents and visitors Able to show initiative and work proactively to ensure the smooth running of the site Conscientious, and wanting to take pride in their work Responsible and flexible in approach with a positive can-do attitude	
<b>Special Requirements</b>	Undergo an Enhanced DBS Check.	