

School Maintenance Assistant

Job Description

The Role

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.

Hours of work: 7.30am to 5.00pm weekly, Monday to Friday during term time. 8.00am to 4.30pm during the school holidays.

Holidays: 5 weeks' holiday per year (plus Bank Holidays).

On call rota, which may include working evenings, and being on call one weekend in 4 and at other times of operational need.

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.

Duties

Duties will include:

- General Facilities maintenance, including plumbing, heating systems and swimming pool.
- Assisting in the full range of running repairs, building works, portage and ground maintenance tasks (Minibus driving may be necessary).
- Setting up equipment and furniture for school functions.

Main Responsibilities:

- Day to day maintenance of all the school's properties, facilities, services, fixtures, and fittings, including responding to emergencies as required.
- Assist with the delivery of materials to deal with repairs.
- Carry out works such as the painting of classrooms and the programmed repair and painting of buildings and facilities.
- Carry out all minor works in order to improve the site.
- Report all defects, which require specialist repair, including electrical repair.
- Replace lights and domestic fuses as required.

- Synchronise clocks, time switches, etc as required.
- Undertake minor repairs to fixtures and fittings including desks, tables, chairs and any other deemed appropriate.
- Assisting in a full range of running repairs, painting & decorating, building works, portering and ground maintenance tasks.

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.
- 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/Furniture moving

- To assist with the delivery and safe storage of goods.
- 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.
- 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.

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.

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

Maintenance Assistant

Qualifications, Education and Training	Essential	Desirable
Knowledge of basic health and safety legislation	x	
Familiar with operation of electrical/mechanical systems	x	
Understanding of site security issues	x	
Willing to undergo training as required, able to understand and apply regulations (such as health and safety, manual handling regulations)		x
D1 (101) licence		x
Experience, skills and knowledge		
Competent at basic building repairs and maintenance. Experience of the building trade.	x	
The ability to follow and carry out written and verbal instruction.	x	
Experience of painting and decorating.	x	
Able to effectively organise own work and organise small teams.	x	
Ability to communicate clearly and effectively, both orally and in written form.	x	
Able to regularly handle/carry heavy items.	x	
To demonstrate experience of trade/building skills	x	
Experience in a school environment		x
Experience of swimming pools.		x
One or more of the following skills: plumbing, electrical, bricklaying, carpentry, plastering and painting & decorating		x
Personal Characteristics		
Enthusiastic, dedicated and adaptable	x	
Able to work effectively, with little supervision	x	
Polite and courteous to members of the public, staff, pupils and parents	x	
Calm and patient under pressure	x	
Co-operative with other employees, parents and visitors	x	
Able to show initiative and work proactively to ensure the smooth running of the site	x	

Conscientious, and wanting to take pride in their work	x	
Responsible and flexible in approach with a positive can-do attitude	x	
Note: the successful candidate will be required to undergo an Enhanced DBS Check		