

**Job Description**

**Job Title**: Maintenance Assistant

**Responsible to**: Estates and Facilities Manager

**Responsible for**: N/A

**Hours of Work:** Permanent, full-time position. Monday to Friday 8.00am to 4.30pm, 37.5 hours per week.

**Job Purpose:**The post-holder is expected to uphold and actively promote the ethos of St Leonards School. The Estates Department Maintenance Assistant is a member of the support staff responsible to the Estates and Facilities Manager. The Maintenance Assistant is to carry out duties to provide an efficient and effective maintenance service in accordance with the Estates Department Service Level Agreement and the Schools Policies and Procedures. The Maintenance Assistant will be required to work alone in some instances and work alongside other members of the Estates team, carry out work in the workshop and should be meticulous in all matters of Health and Safety regarding machine maintenance and operation.

Reporting to the Estates Supervisor and line managed by the Estates and Facilities Manager, the role of Maintenance Assistant is hands-on, dealing with a variety of remedial works. Ultimately the post-holder is accountable to the School’s Director of Finance and Operations who leads the School’s support functions.

**Key areas of responsibility:**

* Reporting to the Estates Supervisor on a daily basis assisting in maintaining an effective balance between planned and reactive works and, where possible, effectively assessing, prioritising and planning such works and re-prioritising works when required.
* Ensuring that all work is carried out to the highest standards of workmanship and safety.
* Assist the Estates Supervisor in maintaining a consolidated stock list of all materials, order supplies where required, taking deliveries and arrange for the storage of materials, stores and other goods relating to the daily operation of your activity
* Providing hands-on technical support and attending to maintenance works, throughout all the school buildings, making repairs or adjustments to the building fabric, in line with skills and qualifications
* In this client facing role, maintaining effective working relationships with the wider School community and external stakeholders to the highest standards of customer service.
* Carry out any basic general works as required, e.g. clearing blocked sinks, change lamps or bulbs, small joinery activities (repair works, fix furniture, ease windows, Ect), general plumbing repairs to taps, showers, toilets.
* Ensuring the smooth running of the school's swimming pool including daily water hygiene tests, (training given), carry out PAT testing, Legionella tasks (flushing and disinfecting), carry out emergency light testing – weekly, monthly and annually
* Planned and reactive small maintenance works, basic plumbing repairs, Furniture moves as and when required. To help out the wider support team.
* To assist and ensure that gullies, guttering, drains etc. are kept free from debris.
* Assist other departments as and when required and instructed from Estates Supervisor.
* To assist in the clearing of blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
* To dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required.

**General.**

* You may be required to undertake other tasks separate from your primary duties that will be given to by the Estates and Facilities Manager or in his absence the Estates Supervisor in support of the School's role and short notice priorities.
* On occasion and only where absolutely necessary, responding to emergency call-outs during ‘out of hours’.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| Education, Training and Qualifications | * Basic building trade knowledge * Keeping own knowledge up to date through continuous professional development and networking opportunities. |  |
| Knowledge & Experience | * Significant experience of working in a buildings maintenance role. * Competent in all aspects of joinery, plumbing, basic electrical knowledge including knowledge of woodworking machinery. * Previous experience in working in a construction/maintenance environment and therefore understanding of health and safety safeguarding. * Good all round maintenance knowledge and skills * General commercial awareness and current knowledge of the latest Health & Safety developments. | * An understanding of basic locksmith tasks * Good knowledge of different trades - joinery, plumbing, electrical, masonry work. Some basic knowledge of a swimming pool and its workings but not essential as training will be given. |
| Skills | * IT literate (GSuite). * Ability to work with minimum supervision. * Excellent problem solving skills and ability to use initiative. * Excellent communication skills (both verbal and written). * Excellent planning and organisational skills. * Ability to work calm under pressure | * General workshop manufacturing tasks. |
| General / Other | * Full & clean driving licence. * Positive team player who thrives on working collaboratively with your colleagues as well as independently on a variety of projects and tasks. * Helpful, professional and friendly manner and appearance. * Customer focussed with the ability to communicate with people at all levels in the organisation. * Resilient. * Reasonably fit * A flexible approach to work, adapting to change at short notice. | * Empathy with the aims and ethos of the Independent Schools’ sector. |

**Safeguarding and Child Protection:**

* All staff are required to comply with St Leonards Protection & Safeguarding Policy at all times.
* All staff are required to promote and safeguard the welfare of children and young persons they come into contact with.
* All staff are required to immediately report child protection concerns to the Designated Safeguard Lead.
* All staff are required to treat all sensitive information relating to students, fellow employees and the business of the School as confidential.
* To understand and comply with the school’s equal opportunities policy.
* All staff are required to adhere to all other St Leonards policies and procedures as appropriate and relevant to the post and as detailed in the Non-Teaching Staff Handbook.

**Health and Safety:**

* All staff are expected to cooperate with St Leonards Health and Safety procedures and to wear personal protective equipment when it is provided.
* All staff will be properly inducted, trained for the job that they do and developed fully to meet changing requirements. Written records of these matters are to be kept on each staff member’s file.
* Uphold their personal responsibilities relating to Health, Safety, and the Environment.
* To comply with the requirements of Health and Safety and other relevant legislation
* To carry out weekly fire alarm tests as required, and assist with evacuation procedures.

**Training:**

* Staff may, from time to time, be required to undergo training relevant to the role and responsibilities as detailed.

January 2025