

Job Description: Maintenance Assistant

Responsible to: Estates Manager

Hours worked:

- Full-time, 52 weeks per year. 8am-5pm, 5 days per week
- Salary: £18,500 pa

Purpose

- The care and upkeep of the buildings and grounds including general maintenance and caretaking responsibilities

**Principal
Responsibility
Areas**

KEY RESPONSIBILITIES

Upkeep of Grounds and Buildings

- Undertaking general maintenance duties under the direction of the Estates Manager, including decorating, repairs, carpentry, plumbing etc (according to skill set)
- Assist Estates Manager with cleaning and maintenance of the swimming pool
- Assist Head Gardener with general gardening duties

Caretaking

- To take responsibility for the security of the premises on a rotational basis
- Provide a portage service
- To assist with the set up and clear away of furniture and equipment for training events, open mornings, school events, exams, lettings etc.
- Supervise contractors where necessary

General

- To carry out all duties in a manner which complies with:
 - Current Health and Safety legislation.
 - The school's Child Protection policies
 - The school's security requirements.
- To implement all school policies and procedures that fall within your responsibilities.
- To play an active part in promoting the school's values, ethos and vision.
- Cover for Estate Manager when required.
- To be able to work under own initiative.
- To respond to emergencies when required.
- To maintain absolute confidence in relation to all business and personal information relating to the school, except as provided for in the school's child protection procedures.

- To provide support to students and help promote a general feeling of well-being within the School.
- To contribute to the ethos, work and aims of the school.
- To perform any other duties that may reasonably be asked of you by the Estates Manager.

Terms and Conditions

These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after consultation with the post holder.

In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.

Terms and conditions of employment are set out in the Letter of Appointment/Contract.

Signed: Date:

Signed: Principal