

Towers School and Sixth Form Centre



Job Description: Maintenance & Facilities Assistant

Pay Grade: KR3

RESPONSIBLE TO: Operations & Site Manager

Hours: 37 hours a week

Shift work either 6:00 - 14:00 or 10:00 - 18:00

Purpose of the Job:

To undertake maintenance and cleaning duties to maintain a high standard within the school, as directed.

Key duties and responsibilities:

1. As part of the Site Maintenance Team to perform a wide range of work practices and trade skills within the concept of flexible multi skilled working. eg. painting, plumbing, electrical and building maintenance
2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training.
3. Provide portorage services where needed.
4. Assist in the maintenance and upkeep of the school site including lawns, flower beds, hedges, playing fields and hard court areas to a high standard ensuring they are safe, fit for purpose and litter free.
5. Assist in ensuring roads, pathways and all access areas are kept clear of leaves, other tree debris and litter.
6. Assist with putting out canteen tables / exam desks as required.
7. To carry out all duties with the guidelines of the Schools Health and Safety Policy.

Individuals in this role may also be asked to undertake some, or all, of the following:

1. Undertake specialised cleaning programmes during school closures or other designated periods.
2. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
3. Undertake lettings and carry out associated tasks, in line with local agreements.
4. Act as a designated key holder, providing emergency access to the school site
5. Act as school contact in relation to premises related contractors accompanying them around site where required.
6. Any other tasks considered reasonable commensurate with the post.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Maintenance and Facilities Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">● Driving licence – Desirable● Level 1 or 2 Diploma (or equivalent) with proficient practical and technical skills relevant to the job)
EXPERIENCE	<ul style="list-style-type: none">● Previous experience in a similar role
SKILLS AND ABILITIES	<ul style="list-style-type: none">● Use of basic equipment or machinery.● Use of a range of basic cleaning equipment● Able to communicate factual information politely and courteously.● Has everyday spoken skills e.g. face-to-face conversations.● Able to listen, observe and report information to supervisor.
KNOWLEDGE	<ul style="list-style-type: none">● Understands and able to apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none">○ Manual handling.○ Safe use of machinery and/or equipment.○ COSHH.○ First Aid and Hygiene Practice.○ Lone working procedures and responsibilities.● Able to recognise and to deal with emergency situations.