

PARKSIDE COMMUNITY FOUNDATION PRIMARY SCHOOL



Job Description for Maintenance Assistant

School:	Parkside Community Primary School
Grade:	Kent Range 3
Responsible to:	Head of School

Purpose of the Job:

To assist in the maintenance, security and general repairs of the school premises and site, ensuring a safe working environment, as directed.

Key duties and responsibilities:

- Undertake general repairs and maintenance around the site, inside and out, for example decorating, grounds work/gardening, repairs on furnishings and buildings including woodwork, clearing drains and gutters to ensure a safe environment is maintained
- Take meter readings from appropriate locations around the premises to assist with ensuring correct charges are received and effective budget monitoring is maintained
- To ensure all staffroom equipment/furniture is maintained and in good working order at all times.
- To carry out regular checks and inspections of the premises, equipment and grounds, keeping accurate manual records where appropriate.
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To collect and dispose of all waste, refuse and surplus materials, adhering to recycling regulations and initiatives
- Keep records relating to maintenance and security
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to Head of School immediately
- Undertake general portage duties including moving furniture and equipment within school
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Operate systems such as heating, cooling, lighting and security (including CCTV and alarms)

Individuals in this role may also undertake some or all of the following:

- Periodic cleaning of designated areas of the school building and grounds according to instructions
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment
- Act as a designated key holder, providing emergency access to the school site if necessary.

Security

- To lock and unlock the school as required
- To be responsible for all electrical appliances, within reason, being turned off and all security alarms set and working correctly at the end of the day
- To regularly check all perimeter fences, security devices, fire appliances, CCTV systems and alarms
- To monitor and report any security concerns to the Head of School

Cleaning

- To ensure the school is clean and tidy and conducive to learning e.g. litter picking, collection and disposal of refuse, disinfecting bins, checking toilets daily for fresh supply of disposables ensuring hygiene standards and regulations are met
- To be responsible for ensuring the all school hall floors are kept clean and polished
- To undertake window cleaning as required
- To perform deep cleaning projects during term breaks by arrangement
- To carry out emergency cleaning if required
- To replenish cleaning resources as and when required

Health & Safety

- To ensure that all equipment, tools and cleaning products are stored correctly according to national guidance
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- To be knowledgeable and fully compliant with the School Emergency Plan
- To be knowledgeable and fully compliant with the school's Health and Safety Policy and Procedures
- To report Health and Safety concerns to the Caretaker

General

- Handle all sensitive and confidential matters with discretion
- Undertake training opportunities to securing own working knowledge of new initiatives and practice
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Present the school in a positive way in the community
- Support the aims and ethos of the school, showing respect for self, each other and the environment
- Set a good example in terms of dress, punctuality, attendance and behaviour

The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.