



Northbourne Park School Job Description

Job Title: Maintenance & facilities assistant **Department:** Maintenance
Reporting to: Bursar **Location:** Pre Prep and Senior School
Contract: Permanent – all year round

Overall Purpose of the Job:

You will be part of the team to ensure that pro-active and re-active day-to-day maintenance work is carried out to the standards required along with assisting in the completion of project work as required.

Principal Responsibilities:

Maintenance *including but not limited to*

- Carrying out day-to-day maintenance and minor repairs Internally and externally and assist generally with maintenance of the school and adjoining properties when requested
- Understand ,maintain and repair electrical, plumbing and assist with small building works
- multi-talented and highly skilled to perform a variety of tasks associated with the maintenance
- Complete the hot water systems testing including shower heads
- Responsible for the PAT testing of all electrical appliances within the school and ensuring complete and accurate records are maintained.
- the ability to use your initiative, to be thorough and pay attention to detail
- Complete the emergency light checking programme
- Check heating, lighting and alarm systems are in working order
- booking outside contractors for major repair work
- making sure that doors and windows are locked when the building is not in use
- arranging chairs and tables for meetings and clearing away afterwards
- Office portage as required, including office moves, furniture moves.
- Carrying out risk assessments for the maintenance department and ensure these are kept updated
- Keep all equipment in good repair
- Assist the groundsman when required
- Ability to focus attention on details, speed and accuracy.
- Adhere to the company's policies to create a safe work environment for everyone.
- This job description is subject to review and change as necessary.

Decision Making Responsibilities:

Duties will be clearly defined but the position holder maybe required to plan their own workload referring to Line Manager for any decision making.

Personal Specification (Knowledge, Skills & Attributes)

It is essential that the job-holder:

- Practical DIY skills to carry out minor repairs
- Is well organised, flexible and proactive attitude to work
- Is computer literate especially with Microsoft Word and Excel.

- Is able to communicate clearly and effectively
- Knowledge of Safe working practices
- Ability to work well independently and as part of a team with the ability to manage workload
- good problem solving skills
- awareness of health, safety, security and hygiene issues
- to be physically fit
- a willingness to work flexibly

It is desirable that the job-holder:

- Plaster/electrical/plumbing
- Has experience of completing risk assessments
- Has experience with working in a school or similar building
- Possess D1 driving licence category to enable position holder to drive 17 seat minibus

Hours

On average 42¼ hours per week (averaged over the year), working normally 06.30-15.30 Monday to Friday with a daily unpaid lunch break of one hour. In addition during term time only, alternate Saturdays 06:30hrs to 13:00hrs. The position holder should be flexible in their approach to hours as they may change at short notice depending upon operational requirements.

Salary and benefits

Salary: £21,000 per annum
 Pension: The position holder is eligible to be a member of the NPS Group Pension Scheme
 Holiday: 25 days holiday. Public holidays occurring when the School is in session will be working days.

Safeguarding

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced CRB clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

Updated June 2019

Agreed by Headmaster

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Date

Agreed by Jobholder

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Date