



**Brunswick House**  
Primary School

## **Job Description**

**Post held: Temporary Caretaker – Maintenance/Handyperson**

**Hours p/wk: 26 – 27 hours a week**

**Pay Scale: Kent Range 4**

### **Purpose of Job**

Assist with the maintenance of the school site to include general maintenance, cleaning duties and security, helping ensure that the school is safe and presented to a high standard.

### **Principal Accountabilities**

1. Provide a buildings maintenance service under the supervision of the senior leadership team, undertaking a variety of tasks that may include decorating, carpentry, plumbing and general repairs/DIY jobs, to help ensure a safe and highly maintained environment.
2. Support minor works, including partitions, fitting of new appliances and associated plumbing, ramps, shelves, fences etc, applying building trade and advanced DIY skills, in order to help maintain the school buildings to a high standard.
3. Assist with modifications, enhancements and repairs to school equipment and general classroom resources, referring to the leadership team/health and safety governor for additional support if appropriate, in order to help provide an efficient and comprehensive facilities support service to the school.
4. Perform daily and seasonal maintenance of the site and equipment, inside and out, as directed by the senior leadership team, including changing light bulbs and tap washers, clock batteries, door locks, woodwork, decorating, clearing drains and toilets etc. to ensure a safe environment is maintained.
5. Undertake the general scrutiny and cleaning of specific areas of the establishment, including the provision of a portage service as directed, moving equipment, clearing rubbish, emptying bins to ensure a tidy environment is maintained
6. Assist with the maintenance of all external areas, sweeping leaves, emptying bins etc to ensure a clean and tidy environment.
7. Provide support for external lettings, undertaking the locking/unlocking of the school premises to help maximise the efficient use of the school premises and help maintain effective security.
8. Cover for the Site Manager in the event of an emergency and during holiday periods.

## Person Specification

The postholder will possess a range of advanced practical DIY skills that may include plumbing, carpentry, plastering, carpet fitting, tiling, re-decorating and general building skills, gained through at least 3 years practical experience.

It is likely that the post holder will be a qualified tradesperson and will possess general buildings experience.

The post holder will have sufficient experience of building trades to be able to identify problems and undertake basic repair work. A range of skills are required to assist with minor works such as realigning partition walls, that will include carpentry, plastering, re-site radiators, carpet fitting and redecorating. A good standard of plumbing skills will be required to enable the fitting of tasks such as new or replacement wash-basins and toilets.

The postholder must possess a thorough understanding of health and safety regulations within a schools building environment.

Good communication and interpersonal skills are required in order to deal effectively with contractors and school personnel.

Diagnostic skills to help address buildings and equipment repairs are essential.

He/she must have a flexible and adaptable approach to undertaking a variety of work. Initiative and the ability to work independently and flexibly on occasions is required.

