



West Heath School
Ashgrove Road
Sevenoaks
Kent TN13 1SR
T 01732 460553
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Principal & Chief Executive: James Nunn

Job Description **Weekend Maintenance Assistant**

Reports to: Head of Estates & Facilities

Location: West Heath School – Sevenoaks

Hours: Friday 8am-4pm, Saturday & Sunday 7.30am-3.30pm (52 weeks)

Main Purpose of the role:

- To act as a positive ambassador and role model for the school in all aspects of role and opportunities
- To support the school's mission, goals and values
- To maintain a high standard of professionalism towards work ethic and duties
- To act in accordance with the school Code of Conduct
- To oversee and work with other Maintenance team members over the weekend period
- To undertake other responsibilities / duties required for the role

Main Duties and Responsibilities

- Events set up, including movement of furniture
- Painting & Decorating
- General repair & Maintenance works
- Fire Extinguisher checks
- Fire escape route checks
- Oversee the school facilities being used by Hirers to ensure they adhere to the terms of their agreement
- Check all school facilities are safe, clean and in working order
- Assist and supervise with any Fire alarm evacuation processes
- Oversee other Maintenance team members working over the weekend period
- Monitor Pool area to ensure it is safe to use at all times
- Ensure Hirers abide by the School Health & Safety policy at all times
- Regular Fire Alarm and Emergency Light checks.

Health and Safety:

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the department and School
- Implement/monitor and contribute to joint initiatives as required

- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Head of Estates & Facilities
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions as required with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified

Qualifications and experience required for this role:

See - Person Specification

PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications		English & Maths GCSE's C or equivalent	Certificate Application form
2. Experience	General Building and Maintenance works		Application form Interview
3. Knowledge and skills	Carpentry & General Building works		Application form Interview
4. Competence	Able to work independently or as a team		Interview
5. Personal Qualities	Good communicator at all levels		Interview
6. Other	Full Driving Licence and access to own vehicle		Document verification

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.