

Role Profile

Maintenance Team Member

40hrs per week – term time plus 25days

Purpose

- To work under the direction of the Facilities Manager to provide support for the school in relation to maintenance issues, events set up and health and safety concerns.

Key Accountabilities

- To uphold the ethos and values of the school at all times.
- To open up the school or lock up the school at the end of the day, depending on shift.
- To be responsible for attending to any site management, health and safety and compliance issues as directed by the Facilities Manager.
- To act promptly in order to ensure that any matters relating to Health and Safety are addressed as a priority.
- Assist with the set-up requirements for school events and assemblies and liaise with the event co-ordinator and other maintenance team members in order to ensure that events are set up correctly and on a timely basis.
- Check email for requests and work with the Facilities Manager to prioritise these into the work schedule for the day.
- Assist with distributing all deliveries to the school.
- Assist with moving equipment around the school.
- Be on call to assist the caretaker with the usual duties you would expect in a school including blocked toilets, spills and clean up of bodily fluids.
- Assist with table set up and change around in the dining room for lunch.
- Assist with ground works including gardening and tidying up around the grounds as required.
- Car park supervision including assisting car park users with pupil drop-off and parking on the school site.
- General maintenance duties as directed by the Facilities Manager.
- Classroom re-arrangement and setting up as required.
- Driving the school vehicle as required and agreed.
- To provide cover for other team members' absence and holidays.
- 'On Call' by radio at all times whilst on duty.
- Act as Fire Warden and assist with weekly planned fire alarm test and any planned and unplanned fire evacuations.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

| | Essential | Desirable |
|-----------------------|---|--|
| Skills | <ul style="list-style-type: none"> • Good IT literacy including MS office and email. • Good communication skills, both written and verbal. • You will be joining an established team, therefore ability to work within a team is essential. • Demonstrable experience of responsibility for Health and Safety in the workplace and compliance testing including completion of relevant documentation. | |
| Qualifications | | <ul style="list-style-type: none"> • 5 GCSE's including English and Maths • IOSH Managing Safely Qualification • First Aid qualification. |
| Experience | <ul style="list-style-type: none"> • Proven experience of performing maintenance duties such as plumbing, carpentry, electrical and other maintenance tasks. | <ul style="list-style-type: none"> • Previous experience of working in an educational environment |
| Other | <ul style="list-style-type: none"> • Polite, professional and helpful manner. • Organised. • Calm persona and ability to multi-task/prioritise. • Team player. | |

Key Stakeholders:

Internal – Premises Manager, Deputy site manager, School Business Manager and Assistant Business Manager, SLT, Students, Colleagues

External – HSE, Health and Safety auditors, Parents, Cleaning supervisor, Catering Manager, Contractors and Visitors

Signed: **Name (print):**

Date: