

ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: www.rgshw.com



Maintenance Assistant full time

Applications should be made to the Finance and Resources Director, Mr Chris Hall, by Monday 15 October by email (dmc@rgshw.com) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear within two weeks of the deadline. If you have not heard from us before this date, please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.
Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT



Maintenance Assistant

Department:

RGS maintenance department is going through an exciting time of restructure and development. We are seeking a self-motivated, positive, team player to join the maintenance and grounds team and contribute to the departments improvement and progression.

Line Manager: Estates & Facilities Manager

The post holder will be supervised by the Maintenance Supervisor when engaged in general maintenance activities.

Direct Reports: None

Salary/remuneration package:

- Salary Range: Range 2, Point 11-15 (£18,703 - £21,009).
- An emergency call out payment will be made at a rate equivalent to one hours work. Subsequently, if presence on site is required, time spent will be paid at 1.5 time's hourly rate.
- Appointments will be made in the range according to qualifications, experience and skills.

Working Hours:

- Full-time - 37 hours per week – half hour to be taken for lunch (unpaid)
- There will be flexible start and finish times between the hours of 07.30 and 18.00 to be determined between the school and the post holder, in advance on a monthly basis, and delivered on a rota basis. The post holder will be expected to fully participate in the rota and will therefore work some early mornings and some late afternoons.
- The post holder will also be expected to participate in emergency call out arrangements and actual call outs will attract additional one off payments.

Purpose of the Role:

To provide general caretaking duties and to assist the maintenance and grounds teams to maintain the site in good order and prepare it, as required, for school activities.

Skills and abilities:

Ideally the candidate will have a maintenance, facilities or trade background but it is not essential as general handyman skills will be accepted and training will be given where appropriate. Ideally the candidate will be willing to learn and have a go".

Training will be given where appropriate

Job Description

Maintenance Assistant

Main Duties and Responsibilities:

Caretaking activities *examples are:*

- Sweep and remove litter from paths and other areas of the school, including the waste bin area, to ensure that the school appearance remains clean and tidy.
- Keep paths and entrances etc snow and ice free to ensure the safety of children, staff and visitors.
- Move furniture and equipment as required including setting up and clearing down for school events, such as assemblies and examinations and before and after letting the premises to outside organisations.
- Put up notice boards.
- Provide porter services, when needed, to deliver items around the school.
- Remove graffiti and clean up spillages.
- Participate in security activities such as unlocking, locking and parking control and provide emergency out of hours cover on a rota basis.
- Check and clear drains, gulleys and gutters regularly to ensure that rainwater and foul water flows away without overflowing.
- Clean the filters in the staff dishwasher regularly.

Maintenance activities *examples are:*

- Replace lamps and fluorescent tubes
- Minor repairs to doors, locks, windows and other equipment
- Minor plumbing and electrical repairs
- Painting and decorating as required
- Routine emergency light testing and filter changing
- Assist with pool maintenance (may include some weekend work on a rota basis)
- Assist with H & S monitoring and control as required

Experience required

- A full clean driving licence.
- Ability to work on your own or as part of a team.
- Have good DIY skills. Able to use maintenance tools and equipment and make minor repairs.
- Able to lift and carry heavy items.
- Able to work at heights.
- Be flexible and adaptable to changes in work and deadlines.
- Have a cheerful disposition.

General

This job will give the successful applicant the opportunity to develop their practical skills and to gain experience of working on a large and varied range of equipment in a variety environments around the school.