



GATEWAYS

SCHOOL



Maintenance Assistant

Growth

Wellbeing

Success

Introduction

We are currently looking to recruit an enthusiastic, motivated and organised Maintenance Assistant to join our Operations Department.

Reporting to the Operations Manager, they will be responsible for the site security and the general maintenance of the school. They will also assist colleagues across the Operations Department for the smooth running of the school.

The successful candidate will have experience in a maintenance role. They will be a motivated and an effective communicator with a keen eye for detail. Previous experience in a school environment is desired.

Person Specification

- A minimum of three years' experience in a maintenance role;
- Computer literate;
- Self-motivated, punctual, reliable, able to maintain confidentiality;
- Good (face to face and phone) communication skills;
- Ability to show initiative in developing the role and to work with minimal supervision;
- Ability to work flexibly in a small team, building strong day-to-day relationships with colleagues;
- Able to manage a varied workload, balancing scheduled tasks with requests for assistance from the team, which may have short deadlines;
- Commitment to equal opportunities policies and practices, and the promotion of equalities.



Job Description

Site security

- To maintain the security and integrity of the school at all times by undertaking regular inspections of the premises to ensure that all points of entry are in good working order and properly secured, and by locking and unlocking the site as and when required;
- To respond to emergency situations, alarm call outs and help in facilitating third party lettings out of school hours, as required;
- To maintain Safeguarding by escorting and assisting contractors on site.

General maintenance

- Painting and decorating;
- General plumbing and electrical repairs (any work requiring a qualified tradesman will be outsourced);
- Joinery and small building works;
- The fitting of new, and repairs to existing, fixtures and fittings;
- The maintenance of electrical equipment onsite, including specialist DT equipment;
- To assist with the weekly, monthly, and termly compliance checks, e.g. Legionella, fire alarm, emergency lighting, visual checks of the buildings, etc as needed;
- To use the electronic email system to log maintenance jobs and record jobs that have been completed.
- An awareness of asbestos management systems;
- In the event of immediate emergencies, to facilitate interim repairs that are necessary to maintain the safety of the school pending arrival of outside contractors;
- The setting out and marking of the Sports Field.

Additional/General duties:

- To drive the school mini buss when required (On-site training will be provided);
- To undertake car parking monitoring, erecting of marquees, and other duties at special school events, these often take place outside of school hours;
- To assist the groundsman in adverse weather conditions;
- The setting up and dismantling of exam halls and assemblies;
- Dependent on the skills and qualifications of the post-holder there will be other tasks that will be undertaken in agreement with the Head and or Facilities & Operations Manager;
- Be responsible for safeguarding and promoting the welfare of children;
- Be aware of and comply with all school policies, practices and procedures;
- Attend training days, meetings, staff briefings, development days etc as required;
- Be a role model for students through personal presentation and professional conduct;
- Establish effective working relationships with professional colleagues;
- Maintain confidentiality inside and outside the school;
- Carry out any reasonable tasks as directed by the Head.

Dependent on the skills and qualifications of the post-holder there will be other tasks that will be undertaken in agreement with the Head and or Operations Manager.

This job description is not intended to be exhaustive, and it remains subject to change at any time to meet the changing needs of the school.