



Maintenance Assistant

Job Title:	Maintenance Assistant
Salary:	£31,000 - £34,000
Hours:	40 hours per week (Mon-Fri) throughout the year. Core working hours are between 0600–1900 with a 1-hour unpaid lunch break. Overtime is required on occasions for early mornings, evenings and weekends.
Start	1 May 2025
Reporting To	Facilities Manager (Hard FM)
Key Relationships:	Facilities Manager (Hard FM), Maintenance Assistant, School Keepers, Groundspersons

The Post:

We are seeking a proactive and reliable Maintenance Assistant to join our Maintenance Team, which is one of three teams within our Operations Department (the others being the School Keeping and Grounds Teams).

You will help maintain a built and natural estate that provides a safe, secure, and well-maintained environment, encouraging learning and complying with all legal requirements and statutory responsibilities. The successful candidate will deliver a range of duties and tasks to the highest standards complying with all legal requirements and responsibilities including: initial triage of maintenance issues, reactive repairs within competence, escalating issues and coordinating with external contractors where repairs are outside of your competence, and carrying out planned maintenance tasks.

Key Responsibilities:

You will be required to carry out a wide variety of tasks. They will vary widely from day-to-day and from area-to-area depending on the season and need and will be allocated by the Facilities Manager (Hard FM) on a routine basis, under strategic direction set by the Director of Operations & Estates. Typically, tasks may include:

Reactive Maintenance

- Promptly respond to maintenance requests, carrying out repairs and maintenance to the buildings, facilities, assets and infrastructure within your competence safely and to a high standard.
- Promptly escalate to the Facilities Manager (Hard FM) any repair and maintenance tasks that are beyond your competence.
- Support external contractors who are requested to undertake reactive maintenance tasks, meeting them at Reception, escorting them to the relevant area (remaining with them when required), providing assistance (as required within competency) and ensuring a worksheet is provided and reviewed prior to the contractor leaving site.
- Check the relevant building asbestos register before undertaking any works that may disturb an asbestos containing material.

Planned Maintenance & Compliance

- Conduct regular inspections of the school to promptly identify any issues with the building fabric, furniture, fittings and equipment - especially those which are a source of danger to others or affect the security of the building or the ability of staff and students to work or study – and carry out repairs and maintenance within your competence.
- Carry out routine inspections and tests on life safety systems (e.g., fire extinguishers, fire alarms, emergency lights).
- Carry out planned preventative maintenance tasks such as checking fire doors, first aid kits, tap temperature monitoring, flushing infrequently used outlets etc.
- Ensure hand tools and equipment are correctly maintained and serviced and that they are kept in good and safe working order.
- Work with the Facilities Manager (Hard FM) to ensure compliance with health and safety legislation and guidance as well as School policies and procedures.

General Duties

- Maintain records of maintenance work and inspections.
- Take delivery of stores, materials and other goods and conveying them to their points of storage/distribution.
- Use stepladders, leaning ladders and fall restraint equipment to safely work at height.
- Segregate and dispose of waste in accordance with School policy.
- Support the department in keeping the estate clean, safe, and well-presented.
- When required, assist with setting up and dismantling furniture/equipment for events.
- Work closely with School Keeping and Grounds staff and other colleagues within the Operations department on any areas of overlapping responsibility.
- Act as a first aider and fire warden, acting as a first point of contact for the emergency services when required.
- Any other task within capability as reasonably requested by the Headmaster, Bursar or Director of Operations & Estates.

Person Specification:

Essential

- Previous experience in a maintenance or facilities role.
- Ability to assess and triage maintenance issues effectively.
- The ability to undertake a wide range of maintenance tasks on your own initiative and without supervision such as general repairs, plumbing, drainage, painting and decorating and electrical tasks such as changing lamps.
- Able to work diligently and without supervision, as well as within a team.
- Proactive with a good eye for detail and proud of the work you undertake
- Strong problem-solving skills and a proactive approach to work.
- An ability to work calmly, efficiently and professionally under pressure, and to meet tight deadlines and deal with minor maintenance emergencies if they should arise.
- Good communication and customer service skills.
- Understanding of health and safety systems and permits to work.
- Sufficient fitness to carry out the manual handling aspects of the role
- GCSE English & Maths Grade 4
- Competent at using computer and Microsoft applications e.g., Outlook, Word, Excel
- First aid certificate or willingness to undertake first aid training

Desirable

- Carpentry/joinery, electrical and glazing skills.
- Experience in supervising contractors.
- Previous experience working in an environment with asbestos-containing materials (ACMs) where you are responsible for checking the asbestos register to ensure ACMs are not disturbed.
- Experience working with a CAFM system.
- IPAF PAL Card for operating MEWPs.
- PASMA Towers for Users.
- Experience working in a school or similar environment.
- Full driving licence valid for the UK, with fewer than 6 penalty points and no endorsements for serious convictions.
- DI driving entitlement.

Application Procedure

The recruitment process will require all applicants to complete a Colfe's School application form, accompanied by a letter of application setting out your evidence of suitability for the post, current CV and details of two referees, who will be contacted prior to interview, in accordance with the School's Safer Recruitment procedures.

The application should be submitted electronically to: recruitment@colfes.com or by post to: Mrs A Ross, Human Resources, Colfe's School, Horn Park Lane, London SE12 8AW

The closing date is Friday 11th April 2025. However, applications should be submitted as soon as possible. Colfe's reserves the right to appoint to this post before the closing date if necessary.

Colfe's School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.