

Handyman Job Description

Department: Ancillary

Direct Reporting Line: Facilities Manager

Location: School

Safeguarding Statement

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks including, receipt of high quality references, proof of relevant qualifications, identification and police checks, including overseas checks.

Job Purpose:

Under the direction of the Facilities Manager, maintain the school buildings to the highest possible level with Health and Safety as a priority

Key Relationships (Internal and External):

Facilities Manager, Bursar/Operations Manager, Principal

Key Accountabilities:

- Maintain the plant and boiler rooms to industry acceptable standards
 - Maintain the school swimming pool to industry acceptable standards
 - Maintain all school paint work to a high standard
 - Repair and maintain all electrical supplies to the school
 - Repair and maintain all school plumbing
 - Keep all school A/C units in good condition and regularly carry out routine maintenance and cleaning
 - Undertake all small carpentry work in line with Health and Safety guidelines and regulations
 - Gate duty during drop off and collection
 - Setting up equipment for events
 - Other duties as reasonably expected
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Person Specifications:

Education: High school or equivalent qualifications

Experience: 3 years' experience in a general maintenance role

Competencies:

- Ability to manage and maintain general areas of the school facility
- Undertake general repairs so that the school is kept safe
- Work with team members to problem solve and fulfill duties

Attributes:

- Good communication skills
- Calm and caring around all staff and students
- A willingness to help and a desire to do things to the best of one's ability

Acceptance and Approvals:

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date: