

**COMMITMENT ACHIEVEMENT RESPECT EMPATHY SELF ESTEEM**

Job Description

# Job Title: Maintenance Assistant

**Reporting to:** Head of Estates

**Department:** Estates

**Responsibilities and Professional Duties:**

1. To provide property maintenance and support to the School and residential community, including

1. **assisting with regular site inspections and identification of unreported**

**needs**.

**b. responding to property emergencies, including**

reporting emergency repairs

personal attendance on site when necessary, as requested by Facilities Manager

1. **maintaining site safety, including**

routine checking for hazards and reporting repairs where necessary

checking and repairing boundary fences, manholes and other fixed equipment

maintaining general signage and danger signs

assisting with checking of fire and security systems

first aid, salting and gritting in cold weather

ensuring the safe storage of maintenance materials and equipment

carrying out all work with due regard to pupil, staff and visitor safety

**d. maintaining and repairing site property and services, including**

making daily checks on the maintenance book and communicating action being taken to those concerned

carrying out repairs

painting and decorating as necessary

ensuring regular checks and servicing of plant

maintaining grounds and gardens

**e. maintaining site tidiness, including**

maintaining tidy, attractive main drives, school entrance and public areas.

clearing away general rubbish and debris to skip

**f. moving, assembling and installing general furniture and equipment**

**In addition, to**

* liaising with the maintenance supervisor regarding all maintenance items above
* following the school’s procedures for ordering and paying for equipment and services
* maintaining records appropriate to the above duties
* remaining aware of and up to date on all Health and Safety matters affecting your work and the safety of others on site, and follow good practice in this respect in his/her own work
* identifying and taking part in further training as necessary including Safeguarding updates ensuring all Safeguarding related policies are adhered to
* participating in an agreed framework of supervision and appraisal of performance

**Safeguarding Statement**

**Safeguarding is everyone’s responsibility.**

**Shapwick School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. Applicants must therefore be willing to undergo screening appropriate to the post, including checks with past employers and the Enhanced DBS check.**