

# Site Maintenance Assistant

## Job Information



Davenies is looking to expand its Site Team in September 2017 with the appointment of a Site Maintenance Assistant. Working in conjunction with the existing members of the team, the new position will provide practical support for the day-to-day upkeep of the school buildings and grounds throughout the year.

### Reporting Line

The Site Maintenance Assistant will be appointed by the Bursar but will report on a day-to-day basis to the Facilities Manager as a member of the Site Maintenance Team.

### Scope of Role

The Site Maintenance Assistant's role is to provide practical support for the day-to-day upkeep of the school buildings and grounds. The Facilities Manager will direct tasking on a daily/weekly basis according to the school's calendar and holiday activity programme.

The need for flexibility is paramount. The Site Maintenance Assistant will work on a rotating shift pattern over 2 weeks. The early shift will operate 7:00am to 4:00pm and the late shift will operate on a flexible basis that is adjusted according to the expected close of business (generally 6:00 – 8:00pm but occasionally up to 10:00pm). The total number of hours worked would be an average of 45 hours per week during term time and 40 hours per week during school holiday periods. Alternate weekend working or on call will be required.

### General Duties and Responsibilities

- Provide practical support to meet the requirements of both regular school activities, matches, special events and community users/lettings. This may include but is not limited to:
  - preparing the Performing Arts Centre for assemblies, concerts, productions and other events and returning to its teaching state afterwards
  - preparing the Dining Room for parents' meetings and other events and returning to its normal dining state afterwards
  - preparing other rooms and spaces across the school for specific events and returning to normal state afterwards
  - moving furniture, equipment and deliveries as required.
- Undertake general maintenance tasks to ensure that the buildings, specific spaces and grounds are maintained to the highest standard. This may include but is not limited to:
  - undertaking ad hoc cleaning tasks including the swimming pool (poolside), decking, low level windows and glazing
  - emergency cleaning or response tasks such as unblocking toilets and drains
  - co-ordinating waste collections, maximising recycling opportunities and undertaking regular litter picks

- checking and replacing light bulbs, paper towel dispensers, soap dispensers, toilet paper etc
- replenishing printers and copiers with paper on a daily basis
- small scale painting and repair tasks.
- Provide support to external groups using the facilities both in and out of normal hours as directed by the Facilities Manager.
- Undertake and record weekly fire alarm and firefighting equipment checks under the direction of the Facilities Manager.
- Complete weekly checks of the school's minibus fleet, refuel and clean as required.
- Complete daily checks of the play equipment and rectifying any immediate issues where practicable. Any concerns are to be reported to the Facilities Manager immediately.
- Support to the Grounds Team. This may include but is not limited to:
  - maintaining hedges, fences and gates in good order
  - maintaining and clearing the Astroturf
  - leaf, ice and snow clearance as necessary
  - clearing and tidying all paths and hard surfaces on site and within the Loop
  - keeping the site free of weeds and brambles.
- Maintain and store all maintenance equipment and machinery safely and securely.
- Extermination of pests and vermin and ensure preventative measures are in place.

## Security

- At the start of work, unlock school buildings and gates and conduct a security sweep of the site to include a physical check of locks, doors, gates, fences, outbuildings and any systems installed for surveillance including CCTV, door entry or intruder alarms, reporting any concerns to the Facilities Manager immediately. During the winter, this would include checking that heating levels were sufficient throughout the school, and paths, steps and stairs have been salted where necessary.
- At the close of the day, conduct a security and safety sweep of the site to include a physical check of locks, fire doors and fire alarm panels, windows, lights (internal and external), external doors, gates and outbuildings and set alarms as necessary. This would include checking that all electrical equipment not required overnight was switched off (or in sleep mode).
- When on call at the weekends and during holiday periods, respond to any alarms or calls from the emergency services or alarm monitoring service provider.

## Health and Safety

- Support the Facilities Manager by following safe systems of work and risk assessment within the Site Maintenance Team and monitoring personal exposure to high risk hazards including vibration, noise and manual handling.
- Maintain the COSHH register for maintenance items and undertake regular checks that regulated substances are being stored and used in accordance with extant guidelines.
- Ensure all maintenance work is carried out using appropriate equipment and PPE in accordance with the School's Health and Safety Policy, especially in connection with the use of hazardous substances.
- Ensure that all maintenance contractors are aware of and observe site health and safety regulations through SAFE START, have evidence of valid DBS checks (where necessary) and that all relevant documentation and procedures are in place, such as permit to work, method statements, risk assessments, etc.

Undertake any other tasks identified by the Facilities Manager or Bursar within the general scope of responsibility.

### Skills, Competences and Qualities

The candidate must be able to demonstrate working knowledge and experience in the following areas:

- A range of general maintenance, caretaking and cleaning duties.
- Safe working practices, health & safety and risk assessments.
- Ability to work independently and under their own initiative.

### Desirable Skills and Experience

- Trade or maintenance work in one or more areas, e.g. painting and decorating, carpentry, plumbing or electrical engineering.
- Security.

The candidate must be able to work within a small team and communicate well with teaching and support staff, parents, pupils and contractors on behalf of the School. They must demonstrate a caring and understanding attitude towards both colleagues and pupils.

- Actively enjoy working with children, and be able to form and maintain appropriate relationships and personal boundaries with them.
- Possess good time management and able to prioritise competing demands effectively and diplomatically.
- Have a sense of humour and be approachable, accommodating and patient.
- Be resilient, forward-thinking and proactive.
- Be able to organise their own workload whilst remaining flexible in their response to the School's changing needs.
- Be professional in their appearance, conduct and time keeping.
- Be able to follow safe working practices and protocols conscientiously.
- Encourage an atmosphere of mutual respect when dealing with boys, staff and parents.
- Have strong team working and inter-personal skills.

### Training

- Training on use of particular machinery and equipment will be given as and when necessary.
- The successful candidate will be required to complete child protection training online (arranged by the school) before they commence the role, where they have not already received training in the past two years.

### Personal Qualities

The General Maintenance Assistant will be:

- A motivated team player
- Hardworking and flexible

- Reliable and punctual

## Salary

Salary will be up to £24,400 per annum depending upon skills and experience.

## Benefits

- 25 days paid annual leave.
- Membership of Group Life Pension after 3 months – 5% employer contribution subject to 3% personal contribution.
- Death in Service Benefit – 2 x annual salary.
- Personal Accident Cover.

*Davenies School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All successful applicants are required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.*