

Job Description Maintenance Person

| | |
|----------------------------|--|
| Post Title: | Maintenance Person |
| Purpose: | As part of the Site team, to provide a caretaking and maintenance service for the entire school site. |
| Reporting to: | Maintenance Supervisor |
| Liaising with: | Estates Manager, School Leadership Team, other school staff as appropriate, external contractors on-site |
| Working Time: | Monday to Friday 37 hours per week between 7.00 am and 8.30 pm on a rotational basis. Weekend duties on a rota basis (approximately once every half-term) for which overtime will be paid. The post is all year round but working hours may vary during school holiday periods and in order to accommodate changes to the school day. |
| Salary/Grade: | £20,444 per annum (NJC point 7) |
| Disclosure level | Enhanced |
| MAIN (CORE) DUTIES | |
| Operational | <ul style="list-style-type: none"> • Carry out general caretaking duties as required • Undertake maintenance and permanent or temporary repairs to buildings, furniture and equipment. • Ensure that services such as gas, water, electricity, heating and ancillary equipment are operating efficiently. • Assist with emergency procedures in the event of fire, flood, breaking and entering, accident or major damage. • Undertake the cleaning of the school where required to ensure a clean and hygienic environment and provide support for cleaning staff as required. • Collect refuse together for disposal on the appropriate day of the week. • Clear drains and gullies as appropriate. • Ensure classrooms are opened for use in accordance with the school day and evening use and undertake the locking of all buildings as required. • Carry out maintenance and chemical testing of the school swimming pool |
| Driving | <ul style="list-style-type: none"> • Undertake driving duties in the school vehicles (including the school minibuses) and carry out minor vehicle maintenance and vehicle cleaning. • Collect and return by minibus sixth form day students from Yeovil and Frome on a set route and timetable as directed. |
| Security | <ul style="list-style-type: none"> • Be vigilant regarding the security of the site and prevent unauthorised parking of vehicles on school grounds. |
| Health & Safety | <ul style="list-style-type: none"> • Be aware of Health and Safety issues across the school site and report/attend to them as necessary. |

| | |
|--|---|
| <p>Additional Duties</p> | <ul style="list-style-type: none"> • Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility. • Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • Promote actively the school's corporate policies • Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days • Undertake other responsibilities as determined by the Head, following consultation |
| <p>Other Specific Duties:</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.</p> | |