Job Description
Maintenance Assistant

As a school, we take the safeguarding and promoting of children and any other vulnerable groups seriously. As a result, the school encourages you to take the responsibility to safeguard and promote the wellbeing of children or adults at risk in your care seriously. Please refer to the child protection policy on the school website.

Situation:

STANBOROUGH SCHOOL, which also houses the Boarding Department, is on Stanborough Park (entered from Cedar Wood Drive).

With its student population made up of many countries, Stanborough School is rightly described by many as a 'mini–United Nations.' This gives the school a rich cultural flavour and makes it a unique place to gain a holistic, well-balanced education. To assist the community in developing a single understanding of Stanborough School's ethos, the Facilities Manager should maintain international awareness.

Reports to: The School Business Manager

Purpose of the Post: To work closely with School Business Manager to provide an effective, efficient, safe and supportive environment to enable teaching and support staff to provide the best possible education for students of Stanborough Secondary School and the local community.

Areas of Responsibility and Key Tasks

1. Ensure the overall security/monitory/safety of school premises and grounds including, but not limited to:

- Unlocking premises to allow staff/pupil access at the beginning of the normal school day and locking up again at the end of the day, to include operation of the school gate timer system. Securing the site in the mornings after all children have arrived.
- Manning the main school gate during morning drop off and afternoon pick up times to ensure there is no unauthorised access to school.

- On occasion, unlocking premises and grounds for *out of hours* access for contractors, emergency services, public lettings, school events etc. and subsequent locking up again
- Acting as the designated key holder and named respondent for the alarm systems
- Running fire and intruder alarm systems self-tests on a weekly basis, dealing with any minor problems caused by non-system faults such as windows not being closed, staff still in buildings etc. and notifying the alarm system provider (of any systems faults needing their attention).
- Ensuring all keys are stored securely and distributed to **authorised** (including new) staff only and then collected as and when authorisation is rescinded, for example in the case of leavers
- Regular inspection of perimeter fencing and gates, car park, pathways, playing surfaces and access routes.
- Appraising and developing staff in your department

2. Create and carry out routine maintenance programme, decoration and minor repairs to school buildings, furnishing, fixtures and fittings such as painting and minor refurbishments e.g., carpentry, changing light bulbs and unblocking drains, graffiti removal as and when necessary.

3. Purchase premises related items within agreed budget

4. Identify any repairs or items of routine maintenance outside of the capacity of the job holder to fulfil such as those requiring specialist knowledge or external regulation, (For example, electrical work, building work and/or work involving hazardous materials) and/or larger projects such as classroom refurbishment.

5. Liaison with school contractors for cleaning and grounds maintenance. Create specifications and obtain quotes from external contractors to affect said repairs/maintenance/ refurbishment. Obtain approval from the Headteacher and book in risk assessments, obtain method statements, oversee and monitor performance of external contractors and inform the Headteacher of any concerns.

6. Monitor performance of school energy, air-conditioning units and heating systems. Ensure the schools energy usage is as efficient as possible by turning heating and lighting on and off at appropriate times and ensuring the efficient operation of the heating plant by, amongst other things, monitoring meter readings and fuel usage. Report any anomalies to the Headteacher. Procure and maintain up to date gas and electrical certificates for all relevant equipment.

7. Ensure premises are kept clean and litter free in the school grounds, school corridors, classrooms and offices, overseeing the removal of graffiti and ensuring that all rubbish is collected and removed from site. Ensure toilet facilities are clean and well maintained throughout the school.

8. During the normal school day carry out any emergency cleaning that may be required

9. Carry out general porterage duties such as moving furniture and equipment around the school and arranging chairs, tables and flipcharts etc. for meetings and assemblies as detailed on the Weekly Bulletin to staff and, in addition, as and when required by staff.

10. Carry out some general cleaning.

11. Ensure that at all times all equipment, furniture etc. under the jobholder's responsibility is stored safely and securely when not in use. Maintenance of a log of tools.

12. Ensure stock levels for all materials/equipment under the job holder's control are maintained at the required level.

13. Driving the school minibus for local trips/visits

14. Premises related duties as directed by the Headteacher and School Business Manager.

15. Health & Safety checks to include:

- Regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment
- Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Annual checking of all ladders and stepladders in school. Maintenance of Site staff Ladder log.
- Annual ACM Survey. All areas of the school should be checked on a rolling programme to ensure they are inspected at least annually.
- Facilitation of termly fire evacuation checks for all staff and pupils
- 6 monthly inspection of Header tanks
- monthly checking of incoming water temperature
- Ensuring PAT testers are scheduled and contractors have access to all necessary areas and equipment
- Maintain, and update upon use, inventory of work equipment
- Maintain and update COSHH register for substances stored in the Site Office
- Address Health and Safety concerns as identified by Senior Staff
- Emergency lighting, check all lights are functioning weekly, facilitate annual 3-hour discharge test
- 6 monthly checks of roofing, gutters, to include leaf and moss removal.
- Lead Health and Safety induction training for all new staff.

16. Liaison with suppliers to ensure site meets legislation and servicing requirements to include but not limited to:

- Fire hydrant testing
- Fire equipment
- Fire intruder alarm service engineers
- Automatic gates
- CCTV
- Gas safety maintenance inspections
- Boiler room (inspection and servicing)
- Air conditioning
- Annual Health & Safety check of DT, Science and PE equipment.

Maintenance Assistant: Person Specification

Qualifications and training

- GCSEs (or equivalent) in English and Maths
- Evidence of relevant training in facilities management, health and safety, or maintenance (desirable)
- Willingness to attend relevant training as required

Experience

- Experience of maintenance, caretaking or similar practical work (school experience desirable)
- Experience working as part of a team
- Experience liaising with contractors or suppliers (desirable)

Skills and knowledge

- Good general maintenance and DIY skills
- Knowledge of health and safety regulations in a school or similar environment
- Ability to carry out minor repairs and identify when further expertise is required
- Good organisational skills and attention to detail
- Basic IT skills for record-keeping and communication
- Must have a full driving licence

Personal qualities

- Reliable, trustworthy, and proactive approach to work
- Able to prioritise tasks and manage workload effectively
- Commitment to the safeguarding and welfare of children and young people
- Willingness to work flexibly and respond to emergencies as needed

- Friendly and approachable with a positive attitude