

Job Description

Maintenance Team Member

Responsible to: Site Manager

The Role:

The key purpose of the role is assisting the existing team with the overall running of the site, including upkeep of the buildings and maintaining the smooth running of the school site whilst constantly looking for opportunities to improve the working environment. This includes the development and maintenance of the school grounds and gardens, including sports turf and other playing surfaces, driveways, footpaths, playgrounds, woodland and boundaries

The majority of the role will be within the general maintenance department however the successful candidate may also be required to drive a school minibus, as a backup driver if no alternative is available. Applicants are required to hold a full, clean driving licence preferably with category D1 and be prepared to undertake a MIDAS test.

Key Duties & Responsibilities:

- Minor building maintenance, refurbishment, repairs and painting and decorating
- General labouring and assisting in-house and sub-contracted tradesmen
- General care-taking duties; including setting up events, moving furniture, car parking, etc
- Cultivation and maintenance of ornamental landscapes, eg weeding, mulching, pruning and planting
- Tidying-up of hard landscaping, eg blowing, sweeping, leaf collection and removal
- Maintenance of planter displays throughout the school and for school events
- Safe use and maintenance of horticultural tools and machinery
- Ensure lawns and sports turfs are regularly cut, strimmed, edged and repaired where necessary
- Prepare for sports events and fixtures, hard courts, artificial turf and pitch/track marking
- Spread of grit/salt during periods of ice and snow and clearance from footpaths and roadways
- Collection and removal of litter around the site
- Read and comply with school and local policies and procedures
- Be involved in regular safety and compliance checks
- Report accidents, injuries, dangerous occurrences, near misses, hazards and risks to Manager and take action to reduce the risk of accidents
- Report any incidents or allegations of abuse in line with Safeguarding policy
- Care for your own health, safety and welfare as well as that of others.

Legislative and Organisational Requirements:

To adhere to current Health & Safety and Fire legislation and best practices to ensure one's own safety and the safety of others e.g. staff, pupils, visitors and contractors at all times.

The post holder will conduct themselves and perform their duties with due adherence to all School and departmental Policies and Procedures.

Qualifications/Experience

Essential:

- A good range of general maintenance skills
- A good range of trade skills and experience
- Ability to work effectively as part of a team, whilst able to work with minimal supervision
- Ability to produce high quality workmanship and attention to detail
- Ability to understand safe working practices and health and safety legislation.
- Ability to work within the guidelines and ethos of the School
- Good communication and interpersonal skills
- Proven reliability, punctuality and adaptability
- Be willing to undergo training and development opportunities relevant to the role

Desirable:

- Some event organisation or caretaking experience.
- Practical grounds care and gardening experience is preferred, although training will be provided

Training and Development

- Full on-the-job training will be provided to the successful applicant.
- To be aware of the overall department business, personal objectives and whole school aims.
- Undertake in-house training and other training identified as appropriate by the manager
- To take part in an appraisal review to be held at appropriate intervals, one of the benefits of which will be the identification of job-relevant training needs.

Terms and Conditions

Hours of Work: 40 hours, Monday to Friday between the hours of 8am to 4.30pm with a 30 minute (unpaid) break for lunch. However, the post holder will be required to work such hours as are necessary to properly discharge the duties of the role as outlined in this specification. Some flexibility in working hours will be required, to cover for absence and holidays. There may also be the occasional need for out-of-hours/weekend work.

Holidays: Holiday entitlement is six weeks plus statutory holidays.

Salary: Salary will be dependent on qualifications and experience.

Pension: Pension auto enrolment is in operation at the School.

Notice: All appointments are probationary for the six months, after which the notice period will be one month from either party.

Contract: Full time, permanent

The successful candidate will be required to undergo an enhanced Disclosure and Barring Service check which is obligatory for all persons working in an environment where children are present.