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## Job Description – General Maintenance Assistant

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### Overall Purpose

The General Maintenance Assistant works as part of the Estates team and undertakes general maintenance duties, as directed, across both King Edward's and Barrow Hills School.

Reporting to: The Estates Bursar

Location: King Edward's Witley and Barrow Hills School

Direct reports: None

Hours of work: Monday to Friday 8.00am-4.30pm, with 30 minutes' unpaid break for lunch. Plus, Occasional evening / weekend work on a time in lieu basis.

Member of the maintenance cover team on a rota basis and as such, required to remain on-site (sleep-over) at School when on duty. Single accommodation is provided for this purpose.

Annual leave: 30 days including Bank Holidays (rising to 35 days after 5 years with the School).

School lunches: Provided without charge and are usually available throughout the year.

PPE: Uniform and PPE is provided.

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### Main duties and Key responsibilities

- To carry out general maintenance duties and tasks.
- To carry out reactive, planned and requisition works.
- To help manage stores and control stock.
- Operate equipment and tools in accordance with health & safety guidelines.
- To work unsupervised, work alone or as part of a team on designated tasks.
- To ensure full compliance with statutory, regulatory requirements and School Policies at all times and that adequate records are maintained.
- To carry out such other tasks as may be required from time to time by the Maintenance Team Leader or Estates Bursar.

### Person Specification

#### Essential

- Previous experience in a maintenance role
- Ability to work alone or as part of a team
- Able to work in a clean, tidy and professional manner
- The ability to multi-task on a daily basis
- To be able to work unsupervised on designated tasks
- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm for an educational environment and the aims of KESW in particular.

#### Desirable

- Relevant experience in a trade
- Recognised qualification(s) in a trade
- Experience of working in an Estates and Facilities department.
- Experience working in educational environment.
- Hold a clean driving license.