



Job Description

Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title: Maintenance Assistant (Carpenter & Decorator)

Remuneration: £24k per annum

Hours: Full Time, Permanent, Monday to Friday, All Year Round

Responsible to: Head

Start Date: August 2024

Main Responsibilities:

- Key Holder
- Managing requests for maintenance/repairs on Carpentry, Painting and Decoration.
- Ensure security and safety of the school site and grounds during working hours
- Conduct regular inspections to identify and address any maintenance issues, such as repairs, plumbing, electrical work, and general upkeep of the premises. Arrange for necessary repairs and maintenance activities.
- Gardening, general housekeeping and performing landscape duties or supervising others in these roles
- Inspecting the building, including heating, cooling, lighting and alarm systems to make sure they are in good working order
- Day to day maintenance of the School, and grounds including but not limited to checks as follows:
 - Weekly Checks: Fire alarm, water temperatures, fire exits
 - Termly Checks: Building’s fabric, roofs, paths, CCTV and alarms maintenance
 - Annual Checks: Gas safety, electrical PAT testing, tree survey, kitchen extractor hood clean, fire extinguishers, intruder alarm, fire alarm service
- Performing basic repairs and maintenance tasks as directed by Headteacher
- Monitoring cleaning materials, tools, and furniture and advising the school office when reordering as required
- Assisting with out of hours / holiday bookings for any buildings or rooms available for hire
- Assisting with the locking up procedures each day for all doors and windows when not in operation
- Adhering to the company’s safety policies to create a safe working environment for everyone

Skills and Qualifications	<ul style="list-style-type: none"> • School maintenance staff rely on their technical skills and soft skills to maintain buildings. A successful candidate will have various prerequisite skills and qualifications that typically include: • Basic DIY skills and in-depth understanding of maintenance procedures, Carpentry, painting and decoration • Problem-solving skills for addressing safety and maintenance concerns • Strong verbal and written communication skills for giving instructions to contractors and support crews when required • Organisation, multi-tasking and scheduling skills • Customer service skills for positive dealings with building owners and administrators • Research and networking skills for sourcing the best external contractors • Negotiation skills for securing contractors at the best price • First aid for helping contractors or members of the community requiring basic medical care on site • Held a full British driving license for a minimum of 24 months • Undergo an Enhanced DBS Check • Confident and capable of working both alone and as part of a team • Be flexible to work when required with reasonable notice • Support and contribute to the School's responsibility for safeguarding students • Work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors • Actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place • Comply fully with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
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Person Specification

Lucton Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
Qualifications:	Full Driving License		Production of the Applicant's certificates
Experience:	Been driving for at least 24 months Grounds maintenance and Health & Safety	Previous experience in Carpentry, Decoration and grounds maintenance. First aid qualification.	Contents of the Application Form Interview Professional references

<p>Skills:</p>	<p>Excellent interpersonal skills.</p> <p>Excellent verbal communicator.</p> <p>Build successful and appropriate relationships with pupils, staff, parents, and the wider community.</p> <p>Confidence, commitment, and integrity.</p>	<p>Have basic knowledge of carpentry, painting/decoration, electrical and/or plumbing.</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<p>Personal competencies and qualities:</p>	<p>Knowledge of building maintenance, health and safety regulations, and record-keeping</p> <p>Professional and efficient.</p> <p>Honest and reliable.</p> <p>Hard working.</p> <p>Confident and capable of working both alone and as part of a team.</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>