

**JOB DESCRIPTION**

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| JOB TITLE | MAINTENANCE ASSISTANT  |
| REPORTING TO | OPERATIONS MANAGER |

**Job Purpose summary:**

***Objectives****: This role reports to the Operations Manager. The main purpose of the role is to assist the maintenance team in maintaining the buildings and grounds for pupils, staff, and public in a safe operating condition, maintaining a preventive maintenance program; and resolving immediate operational and/ or safety concerns. The individual must be able to work in a team focused on maintaining and repairing various items, systems and/or components as may be required (e.g. broken windows, floors, hand rails, stairs, lighting systems, HVAC units, electrical units/series, plumbing/sewer systems, metal fabrication etc) for the purpose of ensuring that items are available as needed and in safe working condition.*

**Key responsibilities and accountabilities are as follows as requested by the Operations Manager:**

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| * Buildings, Grounds & Pool Maintenance
* Health & Safety
* Security of premises and contents
* Energy Conservation
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| BUILDINGS AND GROUNDS MAINTENANCE | Under the direction and knowledge of the Operations Manager deal with:* All burst pipes, leaks, flooding, fires, breakages and appropriate. Liaise with contractors as necessary.
* To assist other maintenance personnel for the purpose of supporting them in the completion of their work activities.
* To assist with painting tasks for the purpose of maintaining attractive facilities and minimising damage.
* To install system component parts, classroom and office equipment and facility components as may be required for the purpose of maintaining facilities in a safe and comfortable operating condition.
* To clean lights, shades and diffusers
* To clean floors, carpet shampooing and general repair and maintenance works to ensure safe condition.
* To maintain tools and /or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
* To respond to emergency situations for the purpose of resolving immediate safety concerns.
* To supervise work carried out by contractors ensuring it is completed to specified high standards, and complies with safe working practice.
* To maintain an adequate stock of relevant materials and place orders as requested.
* To operate heating and hot water plant
* To ensure that recommended temperatures are maintained
* To carry out routine maintenance procedures for heating boilers, water pumps, sump pumps.
* To carry out frost precautions
* To know the location of the main stop cocks and valves and mains electricity breakers.
* To ensure that proper safety precautions are observed in boiler houses
* To replace bulb/shades where accessible
* To replace tube, starter, shade (not sealed units) where applicable
* To maintain high level lighting using approved equipment)
* To inspect electrical fittings and arrange for contractor to deal with any defects
* To keep a log of usage of electricity
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| SWIMMING POOL | * To operate plant and equipment
* To undertake all prescribed checks of the swimming pool and to use and ensure the safe storage and disposal of chemicals in accordance with laid down instructions
* To maintain water and air temperature
* To carry out water testing and treatment and record entries in log books
* To ensure log books are kept in accordance with legislation
* To clean and tidy the changing rooms to ensure that the area is safe for users
* To keep pool surrounds clean
* To uncover and cover pool daily and clean pool cover weekly
* To maintain records as required
* To check that all safety equipment is in place
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| FIRE & HEALTH & SAFETY | * Assist with Fire safety risk assessments and weekly fire alarm testing.
* To adhere to all school H&S policies for the maintenance team particularly the risk assessments.
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| EMERGENCIES | * To arrange for a contractor to deal with electrical, gas, water or any other services emergencies.
* To make safe initially by switching/turning off supply and observing Health and Safety recommendations
* To liaise as necessary with Emergency services including call in Emergency Services as required.
* To ensure clear access and assist if required, all emergency services.
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| PORTERAGE | * To receive and transport to appropriate areas normal Education deliveries.
* To assist with the movement of furniture and heavy teaching equipment as required
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| ENERGY CONSERVATION  | * To implement all agreed school policies
* To liaise with Energy Conservation Officer if requested.
* To promote Energy Conservation within the school
* To switch off unnecessary lighting during the day and ensure lighting is switched off at the end of the day.
* To ensure classroom doors to the outside are closed during the day
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| OTHER DUTIES | * To drive school vehicles as required (subject to licences)
* Any other duties as required by the Director of Finance & Operations and Operations Manager
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| SKILLS & KNOWLEDGE | * Job related experience
* Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc adhering to safety practices; handling hazardous materials and computer literate.
* Knowledge is required to perform basic maths, including calculations using fractions, percentages, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge is required to satisfactorily perform the functions of the job included: tools and materials used in building maintenance and repair specialties.
* Ability is also required to work with others in a team; adapting to changing work priorities; communicating with diverse groups; meeting deadlines. Initiative, common sense and problem solving are also ideal.
* Physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent bending, kneeing, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting; 40% walking and 50% standing. The job is performed under minimal temperature variations and some hazardous conditions.
* Skills are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
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| HOURS | Monday to Friday to be agreed with the Operations Manager, with 1 hour for lunch. You may also be asked to work occasional evenings or weekends when required for a special function. Time off will be offered to compensate for evening and weekend work |

Name………………………………………………………………………………………………….......

Signature………………………………………………………………………………………………….

Date………………………………………………………………………………………………………