



Job Description and Person Specification

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Title:</p>	<p>Maintenance Assistant</p>
<p>Summary of the role:</p>	<p>Reporting to the Maintenance Coordinator or their Deputy, the Maintenance Assistant will provide essential maintenance across the School site responding to emergency and planned tasks and working with the Department to fulfil the wider goals and objectives.</p>
<p>Line management responsibility for</p>	<p>Not Applicable</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • Carry out a variety of general maintenance tasks across the School site ensuring a high standard is achieved whether this is on reactive or planned maintenance. • Maintain a positive attitude and an eagerness to provide a dependable service. • To be able to work at height and carry out roof repairs and other high level maintenance work. • To be part of the Maintenance Department's emergency 'on call' roster. • To carry out essential basic maintenance tasks as required for example, simple plumbing, tiling, glazing, pointing, plaster work, gutter work as well as the erection and use of scaffolding towers and ladders. • To be trained in managing the School's swimming pool and daily water testing. • To ensure all duties are carried out in compliance with health and safety at work legislation. • To assist the Maintenance Coordinator with contractor orientation and supervision when required. • To undertake any other tasks commensurate to your skill level in support of the Department's operational requirements.



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	<ul style="list-style-type: none">• Respond appropriately to emergencies or urgent issues as they arise and provide an emergency out-of-hours support
Line management duties and responsibilities	<ul style="list-style-type: none">• Liaison with external contractors where appropriate.• To be responsible for a set of keys giving access to all areas of the School.• To be responsible for the correct following of risk assessments.• To be responsible for the cleanliness and maintenance of the workshops.

You may also be required to undertake such other comparable duties as the Head requires from time to time.



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The School 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
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Experience in building maintenance • GCSE qualification in English and Maths 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • Building trade related qualification 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>



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<p>Experience</p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Hand-on experience in maintenance or building trade. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Hands on experience of working within a school campus. 	<p>Contents of the application form Interview</p>
<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Proven work experience of a maintenance role • Ability to work unsupervised and to manage own workload • Problem solver • Flexible working style • Excellent Communication • Ability to follow instructions • Practical skills and a high level of attention to detail 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Skilled trades person • Other maintenance orientated skills 	<p>Contents of the application form Interview</p>



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<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Health and safety within the trades • Technical knowledge 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Other maintenance orientated skills 	<p>Contents of the application form</p> <p>Interview</p>
<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • emotional resilience in working with challenging behaviours • positive and can do attitude 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p>