



**KINGHAM HILL
SCHOOL**

Job Description

Job Title: General Maintenance Assistant

Hours: 40 hrs per week, 5 days out of 7
(Shift pattern exp. Tuesday to Saturday 10am – 6.30pm)

Reports to: Head of Maintenance

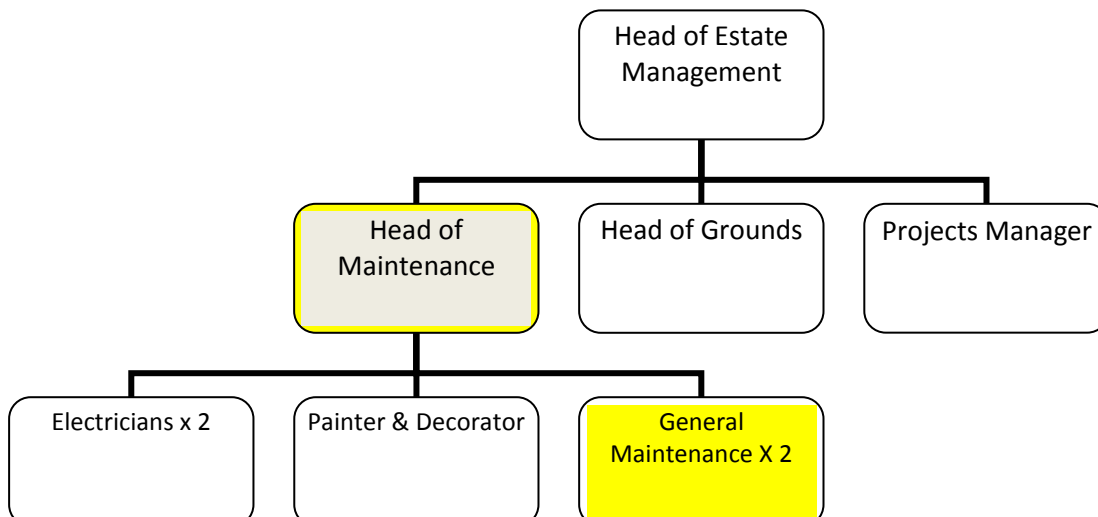
Location: Estates

Date: January 2019

1. Purpose of job:

To support the Maintenance team in the effective and efficient running of the Estates department including general repairs and maintenance, assisting with completion of projects and working alongside the wider Estates team to complete caretaking duties.

2. Organisation chart:



3. Principal accountabilities:

- Completing maintenance tasks across site, both internal and external as assigned via the helpdesk;
- General building work and repairs within capability including joinery, fixings, painting and finishing;
- Assisting completion of projects;
- Cleaning and repairs to roofs, guttering, drainage and plumbing systems within capability;
- General support to the wider Estates team including erection of staging, movement of furniture and waste removal;
- To attend to any reasonable request from members of Senior Management Team, Head of Estate Management and Head of Maintenance and to assist members of the School as and when required.

4. Knowledge, experience, skills and personal attributes required for acceptable job performance:

- a. Good inter-personal skills with a willingness to assist staff and students;
- b. Resourceful, responsive and flexible attitude;
- c. Physically fit and robust, capable of heavy work in all weathers;
- d. Literate with working knowledge of IT;
- e. Knowledge of Health and Safety Regulations and practices and capable of ensuring safe working conditions including COSHH;
- f. Committed to serving the various needs of the students, staff, Governors and Trustees;
- g. Supportive of the School's Christian ethos.

5. Requirements of the Nominee:

- a. The nominee is to be entitled to employment within the EU or will be, following a successful application;
- b. The nominee, if not already employed by the School, will be subject to an enhanced check by the Disclosure & Barring Service prior to their permanent employment being confirmed. This is a statutory child protection requirement;
- c. The nominee will be required, if not currently employed by the School, to provide original or certified copies of their professional qualifications and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed;
- d. The nominee, if not currently employed by the School, must offer a verifiable, detailed and unbroken history of education and employment;
- e. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the School doctor if requested.

6. Remuneration Package:

- a. The base salary for the post will be commensurate with the skills and experience of the successful candidate;
- b. The post holder, if not already employed by the School, will be entitled to join the School’s contributory Pension Scheme;
- c. Holidays will be 25 working days plus public holidays;
- d. Free family membership of the Leisure Centre (restrictions apply);
- e. Free meals whilst on duty.

7. All staff are required to acknowledge:

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils’ welfare regardless of their role at the School.

The post holder’s responsibility will be to adhere to and ensure compliance with the School’s Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school’s Designated Safeguarding Officer.

Agreed Job Description

_____ **Job Holder (Signature)**

_____ **For the School (Signature)**

_____ **Date**