



Job Title:	Maintenance Support
Salary:	£18,000 Per Annum – 17 Days Holiday Allowance
Location:	As directed
Hours of Work:	Part Time – 3 Days Per Week (Wed-Fri) 12:00-20:00
Line Manager:	Maintenance Manager
How to apply:	Request an application pack from recruitment@firststepstogether.uk
Contact Details:	0330 118 0974

- To liaise closely and support the Maintenance Manager in their objective of ensuring the efficient and effective day-to-day running, presentation and management of the schools and office sites, ensuring a warm, clean, safe and secure environment for all authorised users of the site and visitors.
- To carry out school & office maintenance and repairs as directed by the Maintenance Manager, ensuring these works are carried out in accordance with the relevant Health and Safety legislation and to handle the day-to-day issues related to such works.
- Be conversant with the Health and Safety policies relevant to the post including those relating to manual handling, working from height, control of legionellae and fire safety.
- Be able to attend relevant health and safety training as provided by the school to carry out the duties of the post.
- Carry out any additional duties as required by the Maintenance Manager.

Maintenance Support is responsible for the day-to-day maintenance of the school and the upkeep of the school grounds.

Duties will include:

- Ongoing repair and odd job work as necessary
- Hanging shelving
- Hanging display boards
- Supervision of some maintenance contractors on site as directed.
- The movement of furniture and the setting up and taking down of tables and chairs for special events, functions and meetings.
- Organising and logging information regarding:
 - Water management records
 - Pest control records
 - Waste management
 - Energy usage data collection and record keeping.

Maintenance Support will become a trusted ‘Key Holder’ for the school etc.

Grounds

- Maintenance Support will be responsible for the general upkeep of the school grounds. This includes clearing the grounds of all rubbish, leaves and snow / ice as appropriate, and the maintenance of the pond, and ensuring that all fire exit /escape routes are clear and accessible.
- Maintenance Support will ensure that all boundary areas / walls, entrances and exits are always secure.
- Maintenance Support will undertake pruning and planting periodically, as directed by the Maintenance Manager.

Maintenance and minor repairs

The following is a list of ‘typical’ activities to be undertaken by the School Caretaker. It is an indication as to the types of duties expected:

- Repair door handles, door closures, shelving, display boards, locks, basic painting and decorating, window latches.
- Repair of furniture, coat hooks, curtain rails and school equipment.
- Assist in the preparation of props for school productions.
- Fitting toilet roll holders, soap dispensers and paper towel mechanisms.
- Small plumbing jobs and replacement of tap washers, toilet seats/handles, plugs and chains to basins.
- Change fuses up to and including 13 amps.
- Temporary boarding up of windows, removal of dangerous glass, making areas safe in the event of a hazard arising.

Health and Safety

- Taking reasonable care of own health and safety and that of others.
- Co-operating on all issues involving health and safety.
- Using the appropriate work equipment provided, in accordance with training and instructions.
- Carry out risk assessments.
- Maintain appropriate record keeping.
- Ensure all equipment is maintained effectively, in line with statutory requirements.
- Not interfering or misusing anything provided for health, safety and welfare
- Reporting any health and safety concerns to the Site Manager/School Business Manager, as soon as possible.
- Ensuring all tasks are completed in a safe manner.

Interpersonal Skills

Maintenance Support will be:

- Required to meet and relate to pupils, teachers, management, parents, contractors, members of the public etc. and must be able to deal with all people in a polite and courteous manner
- Able to maintain total confidentiality about school matters.
- Conscientious, flexible, trustworthy and reliable.
- Physically fit and active and have good DIY skills.

Ideally, Maintenance Support will also

- Have some experience of gardening.
- General maintenance and upkeep duties

- Have undertaken appropriate Health & Safety training

Person Specification

Qualifications:

- A full driver's license

Essential

Knowledge and Experience:

- Experience that supports maintenance of an aspect of buildings or premises.
- Experience that is transferrable to the role Knowledge and understanding of relevant policies/codes of practice – health and safety
- Ability to use a range of tools and equipment, ensuring safe handling and storage Experience of working as part of a team
- Experience of coordinating building projects and premises improvements

Essential

Personal Qualities:

- Highly motivated with high expectations, a positive attitude and a good sense of humour.
- Excellent self-management skills
- High level of personal integrity and a flexible approach to the role.
- Approachable professional, who responds well to and offers constructive advice.

Safeguarding

Here at FST, we are committed to safeguarding the welfare of children and young people and promoting that commitment. We expect all our staff and volunteers to share in it, too, which is why – as part of the selection process – we will conduct all the necessary checks to ensure you don't pose any risk of harm in your role here.

Join us and you will be expected to actively contribute to our safeguarding commitment and promote child welfare in line with the school's Child Protection Policy. If ever there is a concern or issue, you will be ready to report it to your Designated Safeguarding Lead or, in their absence, any Deputy Safeguarding Lead.

Review

The nature of this role means that this job description will be subject to an annual review with the potential for amendment or modification at any time after consultation directly with you, the Teacher. It by no means acts as a comprehensive statement of procedures and is just a way of setting out all the main expectations we will have of

you, here in the role as you deliver an impassioned and genuinely caring experience to our young people.