



## **Job Description**

**Job Title:** Maintenance Officer

**Responsible to:** Head of Estates

**Grade:** Scale 2

## **Statement of Purpose:**

Under the direction of the Senior Maintenance and/or Head of Estates undertake general maintenance and cleaning duties in order to ensure that school buildings and the school site are maintained to a high standard and are secure.

## **Key Tasks:**

- The post holder will carry out a variety of functions, including, but not limited to; cleaning (including human waste), basic plumbing, replacing light bulbs, basic carpentry, painting and decorating, portering, room set up's, grounds maintenance, escorting contractors on site, pool maintenance (training will be provided), minibus maintenance.
- Assist with the car park management.
- Operates during and outside of school opening hours. Works both indoors and within the school grounds throughout the year.
- Works with commercial cleaning/ maintenance materials, which require appropriate handling and application. Uses equipment such as floor polishers, drills, electric saws etc.
- Required to move furniture including heavy items. The majority of working day is spent undertaking physical activities.
- Variety of contacts including Head Teacher, staff, pupils, contractors and suppliers. Will be liaising with contractors whilst on site to ensure their safety and that of staff and pupils in maintained and that disruption to the daily routine of the school is minimised.
- Ensures that the physical school environment is maintained to a standard that allows the school to function on a daily basis.
- The post holder will acquire knowledge and information about staff and pupils through their day to day contact and must be discrete and maintain confidentiality at all times.
- Able to prioritise tasks in a busy environment.
- Must be physically fit, able to bend, lift and use step ladders.
- Experience of working in a school setting desirable.
- Arrange emergency repairs as and when required to minimise disruption to the school working day. This may include arranging annual maintenance and safety checks.
- Agree with the Senior Maintenance Officer daily and weekly maintenance priorities and ensure work completed to required standard and within appropriate time scales.

- Liaise with contractors and cleaners whilst on site checking that work is completed in line with the specification and to the required standard. Refer problems to the Senior Maintenance Officer.
- Maintain general presentation of school grounds in line with standards agreed with Senior Maintenance Officer and take appropriate remedial action.
- Identify equipment and supplies required, refer to the Senior Maintenance Officer for purchase.
- Liaise with the Senior Maintenance Officer regarding school activities/ functions. Prepare facilities in line with requirements.
- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- Ensure that all records and associated paperwork are complete in line with the schools requirements and to meet processing deadlines.
- Perform duties in line with Health & Safety regulations and to take remedial action where hazards are identified. Where hazards are serious report to the Senior Maintenance Officer or Head of Estates immediately.
- Undertake car-park supervision duties, to ensure the safe arrival and departure of students and visitors.



## PERSON SPECIFICATION

### Maintenance Officer

|  | Essential  | Desirable   |
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| <b>Qualifications and experience</b>         | Experience in a similar role   | An understanding and experience of implementing health and safety legislation and requirements.   |
| <b>Knowledge, Skills &amp; Understanding</b> | Plumbing and carpentry skills<br>Advanced DIY/maintenance skills<br>Ability to co-ordinate and prioritise works<br>Ability to supervise the work of others and maintain high work standards<br>Ability to communicate effectively at all levels and maintain excellent working relationships<br>Ability to demonstrate a “can do” approach.<br>Commitment to continuing training/development of knowledge and skills | An understanding of the potential facilities needs of a School.<br>Experience of swimming pool maintenance and chemicals.<br>COSHH certificate. |

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| <b>Availability</b> | <p>Must be available for out of hours emergencies and call-outs.</p> <p>Must be flexible regarding working hours.</p> | <p>Within 30 minutes commute of the School.</p> <p>Ability to drive a minibus.</p> |
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