



SEDBERGH
SCHOOL

FOUNDED 1525

MAINTENANCE ASSISTANT JOB DESCRIPTION

Job Title: MAINTENANCE ASSISTANT

Responsible to: Clerk of Works

Main Purpose:

To carry out general maintenance work. To ensure that all work undertaken is completed with due regard for timescales, cost, quality, productivity, good communications and in line with health and safety requirements.

Main Duties & Responsibilities

Maintenance Work

- Perform maintenance and light repairs throughout the School
- To undertake general maintenance & repairs including but not limited to:
 - Maintaining drainage systems to ensure a sanitary environment
 - Minor joinery repairs
 - Minor decoration repairs
 - Cleaning of carpets as required
 - Moving of furniture as required
 - Cleaning of masonry and areas as required
 - Patching Plasterwork
 - Repairs to fencing, gates and stiles etc.
 - Cleaning of rainwater goods
 - Assist Trades and Contractors in their roles and responsibilities
- Undertake duties as assigned or emergency tasks (e.g. gritting or shovelling snow) and support to the grounds staff
- Identify, report the need for minor and major repairs followed by action to resolve
- Carry out maintenance works posted on the helpdesk and as directed by the Clerk of Works and Facilities Manager;
- To liaise with the Heads, Senior Management Team and other members of staff within the school and report any matters as necessary to the immediate line manager.
- To provide a service to the school and maintain a good customer relationship as a priority.
- To act at all times as a representative of the department and ensure that the customer is completely satisfied.
- To transport by hand or vehicle any materials as necessary for the job.
- To work in conjunction with other trades, both in-house and contractors.
- Clean facilities by sweeping, dusting etc. when jobs complete
- Manual handling of furniture and equipment

Health and Safety

- Ensure that routine housekeeping of the work areas around the school, the workshops and vehicles; keeping them clean, tidy, safe and legal.
- Ensure the safe security and upkeep of tools and equipment, including the maintenance of any relevant records.
- Ensure that all work is performed in accordance with the requirements of Health and Safety and other relevant legislation.
- Ensure that Risk Assessments are undertaken, documented, adhered to and regularly reviewed.
- Report near miss events immediately
- Ensure the safe storage and monitoring of any COSHH items.

Security

- To be reasonably available out of hours to manage any emergency call-out and to undertake overtime as necessary.
- To be aware of and liaise with contractors who may be operating on site and to ensure campus inductions, and visitor badges are completed.

Miscellaneous

- To assist the Clerk of Works with delegated work as required.
- To use school IT systems including the Maintenance Helpdesk to manage jobs.
- To assist colleagues as necessary during busy periods.
- Attend relevant staff meetings, other meetings, and training and development as required by the post.
- Be aware of and comply with policies and procedures relating to safeguarding (child protection), health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the ethos of the school.
- Undertake such other general maintenance duties as requested from time to time in accordance with the grade of the role.
- Be prepared to cover weekend call out duty when requested – rotational with other team members

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672