

Job Description – Maintenance Assistant

**Full time – 40 hours per week (8am – 5pm), 1 hour unpaid lunch
30 days paid holiday per year in addition to statutory holidays**

Job Purpose

Working as part of a team, carry out the day to day maintenance of the school buildings to ensure that they are maintained to high standard and support the Estates Team to carry out various other duties as required to ensure the smooth running of the school operations within the school grounds.

The primary role is to work under the direction of the Estates Manager to provide practical support such as moving furniture, setting up rooms for activities and undertaking general maintenance around the school.

Job Description

Your duties would include the following:

- To carry out planned preventative and reactive maintenance in a variety of different of different buildings
- Whilst the primary requirements of the post holder will be to meet the building maintenance needs of the school, they will also be called upon to carry out various other grounds maintenance / operational duties, as required
- Liaise with the Estates Manager and Maintenance Supervisor regarding work to be carried out
- Assist in the maintenance of the fire alarm, fire doors, lighting, heating, plumbing and security systems
- Liaise with contractors on site as necessary
- Assist with general repairs and maintenance within own ability, including assistance with the rolling maintenance and decoration when required. This may include litter collection, and clearing drains and gullies
- Assist in the deliveries to all areas of the school
- Keep Estates outbuildings and waste areas in a clean and tidy condition
- Clearing snow and gritting the drives / pathways in areas access by our stakeholders
- Check external lighting and report to the Estates Manager any defects
- Power wash hard standing areas as necessary
- Keep the school and grounds clear of litter and empty bins around site as necessary
- To play a part in the learning experience of the pupils where needed or requested
- Advise on the repair or replacement of faulty equipment
- Report any known defects to the Estates Manager
- Ensure equipment is cleaned and stored appropriately
- Ensure the security of the school is maintained at all times
- Support with the maintenance of the swimming pool

This job description is not necessarily a comprehensive definition of the post It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

Person Specification

- General maintenance knowledge
- Skills and / or experience relevant to building maintenance
- This role demands for the individual to be physically fit
- To be an effective team player
- Self-motivated
- Honest and reliable with a good sense of humour
- To be able to work on their own using their own initiative
- To attend training sessions as required
- Understand and ensure the implementation of the Health and Safety Policy. Emergency and Fire Procedures.
- Have basic DIY skills and a practical aptitude for general building and grounds maintenance
- Understand legislation relating to COSHH Regulations
- Ability to communicate confidently with both young people and adults attending the school grounds
- A full UK driving licence would be preferable

General Requirements

To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Ballard School as outlined in the Safeguarding Policy. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to their Line Manager or the School's Designated Safeguarding Lead (DSL).

To be aware of employee responsibilities for Health and Safety of themselves and others in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils.

To adhere to fire evacuation procedure in the event of a fire and during a fire drill.

Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the School and participate in staff programmes for training, in particular, safeguarding and Health and Safety.

Physical Demands

This role demands for the individual to be physically fit as you may have to carry out heavy manual work on a daily basis, and this may also involve long periods of time outside. The individual must be able to cope with the physical demands of the job i.e. lifting, bending, standing and walking.

Working Hours and Rate of Pay:

Monday to Friday, full time – 40 hours per week (8am – 5pm), 1 hour lunch (unpaid)

Salary: £24,835 per annum (with an annual increase due in September 2024)

Benefits:

- 10% employer pension contribution
- 30 days holiday plus bank holidays
- Uniform supplied
- Free lunch and refreshments during term time when the kitchens are open
- Free on-site parking

To start: Monday 29th April 2024 or as soon as available after this date

Applications

How to apply:

Applicants are asked to complete a support staff application form, along with a letter of application and send it, addressed to the Bursar (recruitment@ballardschool.co.uk) to arrive no later than 9.00am, Monday, 15th April, 2024. Shortlisted applicants will be invited to the school for interviews.

Interviews: from w/c Monday, 15th April, 2024

The School retains the right to interview and appoint at any time during the application process. Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies

Bursar

March 2024