



Job Title: Maintenance Assistant
Responsible to: Building Supervisor
Last reviewed: February 2022

Job Outline and Purpose:

The Maintenance Assistant will be part of a team that provides an effective, planned and reactive repairs and maintenance service across the Haileybury Estate, with an expectation that all tasks are completed to an exceptionally high standard.

Each team member will interface with the requester (client) and the wider team to provide a flexible response to operational requirements whilst bringing a wide variety of maintenance skills, qualifications and experience. This role involves some heavy lifting and by the nature of the work, an active one which requires a good standard of fitness and the ability to be predominately on your feet for the majority of the day.

The nature of a 24hr a day, 7 days per week boarding school requires staff to work flexibly and as the School is used by pupils at weekends, which is also the time most parents visit, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Duties:

The post holder will work with the Maintenance Supervisors and colleagues to deliver reactive repairs, elements of planned maintenance works and the rolling refurbishment programme.

Complete basic mechanical tasks including:

- replacing taps
- renewing toilet seats
- changing syphons and filters
- fitting ball cocks
- assist with replacement and maintenance of mechanical systems

Complete basic electrical tasks such as:

- changing lamps
- replacing batteries in emergency lights
- assisting with the replacement and maintenance of electrical systems

Complete basic building fabric tasks including:

- replacing downpipes and gutters
- installing door furniture
- assist with the replacement and maintenance of building fabric

Carry out general Estate maintenance such as:

- cleaning gutters and downpipes
- unblocking drains
- painting walls and woodwork
- fixing furniture
- complete pre planned maintenance tasks in line with supervisor guidance
- assist the maintenance team with the testing of fire systems, emergency lighting and the flushing and temp taking of water testing

- complete all tasks allocated to the Maintenance Team whether they be planned , reactive or as part of a wider refurbishment schedule involving other departments
- adhere to the school's procedures for completing and working in accordance with risk assessments, health and safety standards, risk control systems, first aid procedures, fire safety arrangements and any other statutory regulations or policies that apply

Person Specification

Skills

- General building skills.
- General labouring skills.
- Willing to learn new skills.
- Basic IT skills.
- Work as part of a team.
- Be able to work at height.

Qualifications

- Desirable to have relevant City & Guilds or equivalent trade qualifications and or qualified by experience.

Experience

- Work in a school or similar environment.
- Knowledge of health and safety operating protocols and regulations.

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.