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**Job Description:** **Driver & Maintenance Person**

**Reports to:** **Facilities Manager**

**Hours:** **Full time 42.5 hours per weeks 52 weeks per annum**  
**Mon – Fri: 9.00am – 5.30pm**

**Holidays:** **25 days plus statutory**

**Responsible for:** Assisting Facilities Manager

**Review and Amendment:**

This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Head Teacher and Facilities Manager and the position holder.

**Overall purpose of Job:**

- Undertake a general maintenance, security, portorage and cleaning service to the organisation at any of the specified sites
- To undertake various regular statutory checks including Asbestos visual check, fire alarm weekly and periodic tests, water checks etc.
- To maintain Health and Safety Paperwork and online systems in accordance with Acorn Care and Education policies and procedures and Independent School Standards

**Key Roles and Responsibilities**

1. To respond effectively to all urgent maintenance and repair tasks as they arise.
2. To undertake general repairs and maintenance around the site, inside and out, including plastering, basic joinery, decorating, repairs on furnishings and buildings, including woodwork, and gardening etc. to ensure a safe and well cared for environment is maintained.
3. To ensure an effective cleaning service is undertaken, advising the appropriate manager of any problems.

4. Maintain security of the site i.e. opening and closing of the premises in line with agreed opening and closing procedures. Share locking up and unlocking procedures with identified staff to ensure a comprehensive locking and unlocking of the site takes place Inform Site Manager of any problems. Be a named key holder for emergency call outs. Liaise with the alarm company as and when required.
5. Place orders in accordance with accepted procedures including arranging delivery of materials for key maintenance tasks.
6. Be a key member of emergency and fire marshal group undertaking training as and when necessary.
7. Be a member of the Health & Safety Committee and be willing to undertake and maintain the IOSH qualification and any other training as provided by Acorn.
8. Undertake regular periodic checks including asbestos visual check, weekly fire alarm call point tests, water temperature tests, first aid box checks, emergency lighting tests, fire door checks, operation of fire exits, fire extinguisher tests, ladder checks, equipment condition checks.
9. To ensure that all equipment and materials are used in accordance with Health & Safety guidelines.
10. To ensure that company tools and equipment are kept in good order and propose solutions to repair any faulty tools or equipment to the appropriate manager.
11. To provide transport duties including mini bus runs as required by Meadowcroft School.
12. To manage and maintain the school vehicles so that they are in good order and the correct number of vehicles are available for use when required by the school.
13. Any other duties that may be required from time to time that are commensurate with the role

### **Organisational Duties**

- Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
- To actively participate in supporting the principles and practice of equal opportunities issues in accordance with the organisation's policies and to work positively towards anti-discriminatory and anti-racist practice.
- Follow relevant Health & Safety procedures and raise awareness among staff, pupils and other users.
- Comply with Health & Safety, guidelines Fire Regulations and other company policies.
- Safeguarding - At all times and on all occasions to promote and comply with the Company commitment to the Safeguarding of the vulnerable young people in our care.
- At all times and on all occasions to promote and comply with the Company commitment to Equal Opportunities.

## **Person Specification**

### **Essential Skills and Competencies**

- Must be experienced and accomplished in the use of office software including Word, Excel, Power Point and Outlook
- Have a minimum of two years in an office environment
- Excellent customer care skills

### **The Successful Candidate will be:**

- Able to deal with enquiries, correspondence and reports dealing with complex educational and professional issues
- Good standard of presentation and inter-personal skills – able to act as a reliable and effective first point of contact
- Sound organisational and planning skills and a flexible approach

### **Desirable Skills and Competencies**

- Experience of working within an educational setting
- Full Clean Driving licence – see special conditions page 4

### **Personal Characteristics**

- Must be honest, reliable and trustworthy
- Able to satisfy enhanced DBS check that there are no impediments to working with children
- Empathy with young people particularly those with additional special needs
- Able to manage and respect confidential matters
- Seeks opportunities for personal development
- Committed to achieving equality of opportunity
- Able to work under pressure and meet deadlines
- Able to work as part of a team
- Able to use own initiative

### **Special conditions:-**

The post holder must hold a full driving licence and live within reasonable distance of Meadowcroft School.

### **Other duties and responsibilities**

The job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

### **Confidentiality**

It is expected that all Meadowcroft School employees understand the nature of our work is confidential and details about our pupils and their families, associated services, pupil records and activities/incidents at the school should not be divulged to members of the public. If there is a breach of confidentiality, this may result in disciplinary action being taken.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties at Meadowcroft School as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed