



Acorn Park

JOB DESCRIPTION

Job Title:	Site Maintenance Assistant
Hours:	40 hours per week Monday to Friday. Shift A: 07:00–15:30; Shift B: 08:30–17:00. On call out of hours one week in five. As well as reasonable additional time as is necessary to adequately fulfil the requirements of the role.
Salary Range:	£26000 - £28000 dependant on experience
Location:	Acorn Park School, Andrews Furlong, Mill Road, Banham, Norfolk
Responsible to:	Facilities Manager
Reports to:	Maintenance Supervisor

Acorn Park School is a Residential and Day Special School offering care and education for students aged 4-19 years with Autism and either Moderate or Severe Learning Difficulties.

Our school is located in an attractive yet safe and secure setting amidst the rural peace of over 30 acres of parkland. We are situated on the edge of a small village yet within easy reach of two major towns; Attleborough and Diss. Our school is designed to resemble a small village community in harmony with the local landscape of South Norfolk. Our students enjoy the space and freedom of a safe and peaceful school environment with the benefit of being close to local towns and villages.

Job Purpose:

To maintain the activities within the entire school site and properties which comprise of educational and residential areas, main school building, staff residences and surrounding grounds.

Main Responsibilities:

The post holder will

- Undertake portering and handyperson duties, including moving goods and furniture, painting, minor repairs to property, fixtures, fittings and equipment.
- Assist in ensuring that routine maintenance tasks are completed and log books are filled in where required.
- Ensure reactive grounds maintenance is dealt with in a timely and safe manner.
- Clearance of drains and gullies, general tidying, snow clearance, gritting, etc.
- Liaise with external contractors on work beyond the scope of general maintenance and ensure they are aware of any potential hazards connected with their presence on the premises, including escorting them when required.
- In conjunction with the Maintenance Supervisor and the Facilities Manager, ensure statutory checks are undertaken on boilers, water temps etc. when required and the required paperwork is in place.
- Assist the Maintenance Supervisor and the Facilities Manager in monitoring project work and small maintenance projects.
- To assist with serviceability check of the School vehicles to include oil, water, tyres etc and responsibility for arranging regular servicing and MOT.
- Be responsible for the security of the premises and its contents, including the operation of fire alarms. You will undertake locking buildings, checking and securing windows and internal doors.
- Communicate regularly with colleagues on the progress of works.

- Be available for an emergency call out rota. We offer a call out bonus and overtime for duties taken whilst on-call.
- Carry out the day-to-day maintenance of the site, ensuring the security and quality of the site at all times in line with the PPM system and work requests.

Health and Safety

- Ensure that all work relevant to Health and Safety is carried out promptly, where it is reasonable to do so.
- Assist with the safe maintenance and report of all buildings including the safety equipment/systems within them plus all other plant and equipment associated with the site including fire systems.
- Ensure that any unsafe plant, equipment or system is isolated if appropriate and reported immediately.
- Ensure that Health and Safety policy and procedures are adhered to when carrying out duties including the wearing of any Personal Protective Equipment (PPE) provided.
- Assist with the maintenance of registers to meet statutory requirements relating to inspection and examination of plant and equipment.
- Ensure the Health and Safety of all on site at all times by helping to manage the School's Health and Safety procedures including the reporting of incidents as appropriate.

Other

The post-holder will:

- Be responsible for attending in service training sessions and external courses as required by the School.
- To meet with Maintenance Supervisor or Facilities Manager, or other designated senior staff as required prioritising schedules of work etc.
- Practice the requirements of the Health and Safety at Work etc Act 1974, and take responsibility for ensuring that work is undertaken in such a manner as to ensure the health, safety and welfare of themselves and others in line with regulations which are implemented under the aforementioned Act. This should be done by ensuring that work is undertaken in accordance with and co-operating with instructions and training received and by reporting any area posing a potential health and safety concern.
- To follow policies, procedures and guidelines of Acorn Park School.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview.

Person Specification
Site Maintenance Assistant

A = Application Form, I = Interview

Category	Job Requirements Essential	Job Requirements Desirable	Method of Assessment
Equal Opportunities	Ability to demonstrate an awareness of equality issues as it relates to professional conduct and employment practice.		AI
Job Related Knowledge, Skills/Aptitude	General building knowledge. Carpentry, practical DIY & maintenance skills.	Basic electrical knowledge. Basic plumbing knowledge. Health and Safety/Fire regulations and associated legislation.	AI AI AI
Experience	Site maintenance experience - preferably within a large multi-functional site. Experience of reactive maintenance systems. Good knowledge of planned preventative maintenance. Liaising with external contractors/bodies.	Working in a residential or School environment. Working Knowledge of Health and Safety including risk assessment and COSHH.	AI AI AI AI
Education	No Educational Qualifications essential.	Trade Qualification- NEBOSH/IOSH Certificate or CSCS card	AI
Personal Skills	Excellent interpersonal and communication skills. Good organisational skills. Must be able to prioritise effectively. Must be able to work under own initiative without supervision. Problem solving - 'can do' approach. Team player. Highly motivated and customer focused.		I I I I I I
Additional Criteria	Full driving licence		A

The school is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced check by the Criminal Records Bureau.