

## **Maintenance Assistant**

**Location:** Higford School, Shifnall, Telford

### **Job Purpose:**

To maintain buildings, grounds, equipment and plant to the high standards set by the company and external regulators

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### **Key Stakeholders:**

#### **Internal**

- Other staff within the Facilities Team
- Staff in other departments within the school
- Service Users within the school
- Central office staff

#### **External**

- Visitors to site
- Suppliers and Contractors
- External inspectors
- Neighbours and local retailers

### **KEY TASK AREAS AND RESPONSIBILITIES**

- To take ownership and responsibility for all works undertaken
- To support the Facilities team in operating the day-to-day response and planned maintenance, refurbishment tasks and repairs for the school
- To operate a planned system of general maintenance and repairs
- To maintain the good reputation of the school by ensuring that buildings and equipment have a neat and tidy appearance at all times and are clear of hazards
- To carry out and record weekly, monthly, quarterly and six-monthly checks in accordance with the PPM planner
- To assist in emergency evacuations and fire drills at the school and to assist in weekly testing of fire alarms
- To report any Health and Safety issues
- To keep paths, drives and doorways from snow, ice leaves and debris
- To report any defects, damage, theft, breakages or hazards to relevant staff
- Clean and clear all drains and gullies to ensure effective and healthy operation

- Inspect all fences, gates, walls, steps, lights, etc and report or repair defects as appropriate
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- To carry out monthly inspections of site vehicles ensuring they are safe and legal to drive
- To liaise with external contractors on work required beyond the scope of general maintenance and to report and advise the Facilities Manager as required
- To advise relevant staff members as required on all matters relating to plant machinery and equipment, including safety, state of repair and the purchasing of new equipment
- To ensure that all tools, equipment and machinery is maintained, used and stored correctly and safely
- To ensure that all tools are available, in good repair, and accounted for at all times
- To keep relevant records accurate and up to date
- To respond timely and flexibly to urgent or last-minute staff or service requirements
- To contribute to the writing of risk assessments and procedures for maintenance tasks, in accordance with Company policies
- To carry out all duties in a safe manner with regards to health, safety and welfare of self, staff, Service Users and other persons within the school
- To report all compliments, comments and complaints

### **General**

- Ensure awareness that the service operates to agreed limits and contribute to keeping within these limits as instructed
- Report issues and/or incidents relating to staff and Service Users that have arisen promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection and Health and Safety policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- To carry out any other reasonable and relevant duties as required

### **Benefits**

Your health and wellbeing are important to us, so you'll get an exceptional reward package including:

- Life Assurance
- Pension scheme with options to increase your contributions
- "Your Wellbeing Matters" – access to a wide range of first-class mental health support services and physical health checks
- A market-leading benefit offering through our Flexible Benefits Platform, Vista, which enables you to choose the package that's right for you which includes 100's of discount options valid in the UK and abroad
- Cycle to Work Schemes
- Electric Car Purchase Scheme
- Critical illness cover

And that's not all, we place the outcomes of the children and vulnerable young adults in our services at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

We are committed to the safeguarding and promoting the welfare of children and young people. All successful applicants will be subject to a fully enhanced DBS.