



Job Description

Job Title: Maintenance Assistant / vocational technician

Responsible to: Facilities Manager

Overall purpose of Job:

- Undertake general maintenance, emergency repairs and general upkeep of grounds and vocational areas at Wetheringsett Manor School.
- Co-ordination of the site support services including, security, fire safety and control, access, waste management, cleaning, grounds and gardens and call out duties.
- Assist the Facilities manager to ensure Wetheringsett Manor School is effectively managed and the requirements of Health & Safety legislation and school policy are understood and adhered to throughout.
- To supervise facilities operatives, cleaners and external contractors.
- To undertake various regular statutory checks as directed by vocational lead.
- Utilise, understand and update computer-based database software in order to ensure HSE and Building Records are maintained.
- Establish resource needs and advise the Vocational lead of likely priorities for expenditure.
- Deploy, or advise the Vocational lead on the deployment of staff in relation of suitability of equipment.
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- Complete checks for all equipment to ensure they are compliant to the standards set out in the HSE guidance.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.
- Oversee COSHH and all relevant risk assessments in the vocational areas of the school

Key Roles and Responsibilities

1. Undertake general and emergency repairs and maintenance around the establishment, inside and out, including basic joinery, decorating, repairs to fixtures and fittings, furnishings and buildings, to ensure the site is a safe and well-maintained environment for pupils, employees and visitors.
2. Assist in PAT testing all equipment in vocational areas of the school for compliance. Record in appropriate logs.
3. Move heavy and awkward shaped furniture and supplies as requested, and work at heights in accordance with Health & Safety regulations and after the completion of appropriate risk assessment checks.
4. To supervise all external contractors, as directed, ensuring that all necessary procedures are adhered to.
5. 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 facilities operatives and cleaners, to ensure a comprehensive locking and unlocking of the site takes place. Inform facilities manager of any issues or concerns.
6. Be a key member of emergency and fire marshal group undertaking training as and when necessary.
7. Undertake required statutory Health & Safety periodic checks including asbestos visual check, weekly fire alarm call point tests, legionnaire testing, first aid box checks, emergency lighting tests, fire door checks, operation of fire exits, fire extinguisher tests, ladder checks, and equipment condition checks.
8. To ensure that company tools and equipment are kept in good order and propose solutions to repair any faulty tools or equipment to the School Administration Manager.
9. To have weekly meetings with line manager to discuss the operation of the site.
10. Any other duties that may be required from time to time that is 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.
- Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equal Opportunities and other relevant legislation, and should conform to professional and ethical requirements.
- Any other appropriate duties as allocated by the SLT or Head teacher.

	Essential	Desirable	Measured by: a) application form b) test / exercise c) interview
Personal Specification			
Qualifications and Training			
Minimum of 3 GCSE's or equivalent		✓	Application Form
Willingness to undertake training	✓		
Good literacy and numeracy	✓		Application Form
Full Driving License	✓		
IOSH qualified		✓	Application Form
Current first aid qualification		✓	
H&S qualifications e.g. PAT testing, asbestos awareness, working at height. COSHH etc.		✓	
Experience			
Experience of maintenance working e.g. carpentry, plumbing etc.		✓	Application Form, Interview
Experience of taking responsibility for the security of a building		✓	Application Form, Interview
Experience of directing the work of others		✓	Application Form, Interview
Knowledge and Understanding			
Health & Safety – Understands and able to apply H&S procedures relevant to the job such as: Manual Handling; Safe use of machinery and /or equipment; COSHH; First Aid and Hygiene Practice	✓		Application Form, Interview, Test/Exercise
Understanding / knowledge of pupils with Special Educational Needs (SEN)		✓	
Skills			
Able to use practical skills to improve the site and buildings	✓		Application Form, Interview
Able to organise, prioritise and complete tasks efficiently	✓		Application Form, Interview
Ability to work as part of a team	✓		Application Form, Interview
Able to follow instructions on equipment, materials etc.	✓		Application Form, Interview
Able to deal with emergencies and problems in a positive and systematic manner	✓		Application Form, Interview
Able to carry out the necessary Health & Safety checks and maintain log books	✓		Application Form, Interview
Able to recognise and deal with emergencies.	✓		Application Form, Interview
Able to assess the quality of others' work, and support and advise where necessary	✓		Application Form, Interview
Able to motivate others in the Facilities team through example and enthusiasm	✓		Application Form, Interview
Able to work alone when required	✓		Application Form, Interview
Able to recognise behaviour in children, which gives cause for concern, and follow school procedures.		✓	Application Form, Interview

Competent in the use of ICT	✓		Application Interview	Form,
Able to work effectively as part of the whole school team	✓		Application Interview	Form,
Able to anticipate and reduce risk where possible	✓		Application Interview	Form,
Able to devise a suitable jobs task list and prioritise accordingly	✓		Application Interview	Form,
Able to develop more efficient and cost-effective ways of working	✓		Application Interview	Form,
Able to communicate effectively (both orally and in writing).	✓		Application Interview	Form,
Personal Characteristics				
Punctual and Reliable	✓		Application Interview	Form,
Calm under pressure	✓		Application Interview	Form,
Self-motivated	✓		Application Interview	Form,
Positive and energetic approach to work	✓		Application Interview	Form,
Versatile and Flexible	✓		Application Interview	Form,
Willing to learn from the good practice of others	✓		Application Interview	Form,