

JOB DESCRIPTION

GENERAL RESPONSIBILITIES

- Responding to and completing maintenance requests.
- Performing general maintenance tasks for the building or buildings, such as window washing, drywall repair, plastering, carpentry, flooring repair, painting, routine maintenance on equipment, and more.
- Doing pest control, maintenance and landscaping.
- Ensuring all safety systems are functioning properly, including smoke and carbon monoxide detectors.
- Making and installing new furniture or equipment.
- Detecting, identifying and repairing building issues, like basic problems with electrical, plumbing and HVAC systems
- Setting up repair appointments with mechanics or electricians when needed
- Maintaining records of any work and inspections done on-premises
- Keeping repair tools and supplies clean and organized.
- Performing inventory on repair supplies
- To advise the Manager when the need arises for repairs and maintenance to the premises and furnishings to ensure safe conditions at all times.
- To ensure the general security and safety of the centre's premises and grounds.
- To undertake general portorage duties.

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SPECIFIC DUTIES

1. GENERAL MAINTENANCE

1.1 Carrying out repairs and maintenance which are not beyond the scope of a competent DIY person:

- Unblock sinks, hand basins, toilets (urinals and W.C. pans) and waste taps;
- Replace tap washers, check and adjust ballcocks;
- Lubricate door and window furniture;
- Fit and refit coat hooks, shelves, display boards and notice boards;
- Maintain and repair curtain fittings;
- Carry out minor plumbing repairs.

1.2 Carrying out minor gardening duties as required.

1.3 To carry out minor painting works as required.

1.4 Arrange emergency repairs if necessary.

2. OUTSIDE DUTIES

2.1 Ensuring that all hard play areas, paths and parking areas are free from litter, glass, weeds and excrement.

2.2 Sweeping pathways around school.

2.3 Ensuring that grassed areas are free from glass/debris.

2.4 Ensuring that all drains, gullies and guttering are free flowing and clean.

2.5 Removing or painting out all forms of graffiti as necessary.

3. PORTERAGE

3.1 Moving furniture and equipment around the school premises as required.

3.2 Preparing the school for meetings, assemblies, events etc. by putting out/putting away chairs/tables and ensuring fire exits etc. are clear.

3.3 Receiving inward delivered goods and assist with unloading/storing as required.

4. ELECTRICAL

4.1 Replacement of light bulbs, starters and cleaning/replacement of light fittings.

4.2 Visually checking plugs, fuses and wiring on electrical appliances as required.

4.3 Fitting/refitting 3 pin plugs where necessary.

4.4 Reporting any major electrical faults to the Manager.

5. SUPERVISORY DUTIES.

5.1 Oversee site maintenance contractors, checking that work is completed to required standards and within required timescales.

6. SECURITY OF PREMISES

6.1 Act as designated keyholder for the school premises/attend call outs at unsociable hours and weekends

6.2 In emergencies, securing the premises e.g. boarding up windows etc., liaising with police and requesting necessary repairs.

7*. ADMINISTRATION*

7.1 Recording meter readings (gas, electricity, water) on a regular basis as required.

7.2 Requisition of necessary equipment or materials.

7.3 Handle small amounts of cash for the purchase of materials to carry out repairs.

8. HEATING

8.1 Carrying out frost/holiday procedures when necessary.

8.2 Keeping the boiler rooms tidy and free from combustible materials.

9. HEALTH AND SAFETY

9.1 Checking premises and equipment daily for damage/wear and tear and reporting to the Manager.

9.2 Checking that electrical equipment, heaters etc. are switched off before locking up.

9.3 Ensuring safe storage of equipment and materials.

9.4 Ensuring that protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with Health and Safety requirements.

9.5 Attending appropriate Health and Safety training courses when required.

9.6 Snow clearing and salting paths etc. as required.

9.7 Reporting all accidents to the Manager.

9.8 Check fire equipment and regularly test alarms. Take part in fire drills.

9.9 Arrange regular maintenance and safety checks.

10. CARETAKER'S ROLE WITH CHILDREN

10.1 The caretaker is expected to follow all of the setting's policies - including the Code of Conduct and other Staff Policies contained in the staff handbook, and those related to Health and Safety, and the care, control and supervision and safeguarding of our children.

10.3 The caretaker is expected to follow the setting's policy regarding Visitors/Contractors.

OTHER

You will be issued sufficient induction training in order to ensure a clear understanding of these duties. You will be issued with protective clothing as you may require i.e. overalls, body warmers, rubber gloves and you must wear these items for your protection.

You will have the following experience, skills and attributes –

- A good working knowledge of English language
- Knowledge of an additional language is welcomed
- **Knowledge** and experience in electrical, building and mechanical fields, so that you are able to address a multiplicity of problems.
- **Physical Strength** in order to move large/bulky/heavy items when needed.
- **Equipment Handling**: To ensure a safe environment, maintenance workers must have a proper understanding of how equipment functions.
- **Deductive Reasoning**: so that you have the ability to identify issues and solve problems to determine the origins of malfunction efficiently.
- **Good Time Management**

General

- Read, understand and implement all Company policies, procedures and operational practices.
- Notify the Manager of any concerns or issues regarding Company policies, procedures and operational practices.
- Undertake any other duties as reasonably requested by line management.
- Assume additional responsibilities as and when required.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

This hire is subject to an Enhanced Disclosure and Barring Check and other checks as part of our Safer Recruitment procedure.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment.