



# PINEWOOD

*Est. 1875*

## JOB SPECIFICATION

### MAINTENANCE WORKER

**Line Manager:** Estates Manager.

**Holiday Entitlement:** 25 days paid holiday to be taken during the school holidays. Plus Bank Holidays when the School is not operating.

**Salary Scale:** £26,000

**On-Call Duties:** Any additional hours worked where you are required to physically attend call-outs or emergencies during periods of On-Call Duties, to be paid at normal hourly rate in addition to salary above.

**Notice period:** 1 month

#### **Hours to be worked:**

37.5 hours per week to be worked normally as follows, in addition a 30 minute unpaid break per day:

Monday to Friday 9am – 5pm

In addition, up to 5 Saturday mornings per year 8.30am - 12 pm to assist with car parking duties for key school events.

Attendance at Staff Inset training days is required (approx. 5 per year)..

Additional hours will be required on occasion to support additional major school events. Time off in lieu will be given for any additional hours worked for such events at times specified by the School.

**On-Call Rota & Security Lock Up**

- To be on call for 1 week per year to cover holiday for the Caretaker. (One week to be defined as 7 days).
- To be on call for 3 weekends per year to cover holiday for the Caretaker. (One weekend to be defined as Friday 2pm to Monday 7am).
- To be available to take on additional on-call duties if necessary to cover for staff absence.

**General description of job:**

Working as part of the Estates Team to be responsible for the daily support of the School to ensure it can function safely and effectively.

**Main Tasks****Maintenance Tasks**

- Daily inspections of all departments ensuring the facilities are safe to use, identifying any security risks and damage to buildings.
- General maintenance and cleaning of the estate.
- Basic repairs such as plumbing, brickwork and carpentry.
- Proactive maintenance through scheduled works, supporting the team on planned projects as requested.
- Reactive maintenance as issues are reported through the helpdesk.

**Facilities Support**

- Setting up and dismantling of classrooms including the moving of chairs and tables as required.
- Setting up and dismantling of equipment for meetings and events as required.
- Moving furniture and equipment and changing room layouts as required.
- Porter duties using Manual Handling techniques and equipment.
- Delivering and collecting parcels and other goods and provisions around the site.
- Escorting contractors on site as required.
- Assist with parking at school events and during busy periods as required.
- Providing cover for colleagues in the Estates Team during periods of absence.
- Changing clocks across the whole School to show correct time during seasonal time changes.
- Winding up clocks which need winding to ensure they show the correct time.
- Responsibility for being part of the team carrying out tests on the school swimming pool (appropriate training will be provided).

**Estates Support**

- Assisting with snow and ice clearance and gritting in and around the school.

**Health & Safety and Compliance**

- Recording information for Authorities, e.g. Fire Officer.
- Completing Risk Assessments as required.
- Ensuring full compliance with all health and safety and fire regulation requirements.
- Carrying out weekly fire test alarms, water systems and other compliance checks as required.

- Carrying out monthly recording of water usage.
- Carrying out periodic inspections as required including of water meters, surface water systems etc.
- Monitoring of fire equipment and recording its serviceability state.

#### **Waste Management and Recycling**

- General litter picking around the site/s and controlling the bin areas.
- Managing the recycling bins and reporting any issues with recycling to the Operations Manager.

#### **On-Call Rota & Security Lock Up**

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- To be on call for 3 weekends per year to cover holiday for the Caretaker.
- To be available to take on additional on-call duties if necessary to cover for staff absence.

#### **Other tasks**

- Responsible for the inventory and stock taking of equipment and supplies as directed.
- All other duties as assigned by the Estates Manager.

#### **Safeguarding of Children**

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy.

#### **Essential competencies:**

- Proven experience in facilities maintenance.
- Demonstrable skill sets in basic repair and maintenance.
- Experience of using hand and power tools.
- Physically fit in order to meet the physical demands of the role.
- Willingness to work outside in all conditions as required.
- Ability to follow instructions and complete tasks effectively.
- Good attention to detail and pride in workmanship.
- Motivated with a flexible attitude and willingness to learn.
- Health & Safety knowledge and awareness.
- Honest and reliable with good communication skills.
- Strong team player willing to support others.
- Able to engage and communicate effectively and politely with pupils, staff, parents and visitors.
- Punctual and reliable.
- Experience of managing minor projects and refurbishments.

#### **Desirable competencies:**

- Technical or trade qualification in an aspect of facilities maintenance.
- Experience of driving a minibus and willingness to do so when required.
- Able to use IT to a basic level.

#### **Employee Benefits include:**

- Support Staff Pension Scheme.
- Complementary coffee and tea during the working day during term-time.
- Complementary lunch as provided to the children during term-time.
- Free car parking on site.

- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.
- Well-Being Programmes and Staff Events.

*Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*