

## JOB DESCRIPTION

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<b>READING BOROUGH COUNCIL</b>	<b>Department/Directorate: Education</b>
<b>Post Reference No:</b>	<b>Location: The Hill Primary School</b>
<b>Job Title: Maintenance Assistant</b>	<b>Grade/Salary Range: £23,152 pa</b>

### **JOB PURPOSE**

To assist in the maintenance, security and management of facilities on school site;

To maintain a clean and safe school environment, internally and externally.

You will be expected to complete the Property Maintenance L2 Apprenticeship.

### **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE**

This post reports to the Caretaker

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Security**

- To undertake regular security checks with the Caretaker and identify security risks.
- To be vigilant at all times in the security of the school and keep the grounds free from intruders with due regard to personal safety.
- To undertake opening and locking up for school lettings where agreed
- To ensure electrical appliances are switched off, valuables are secured and the building is secured at the end of the day
- Assist in making sure that equipment is asset tagged and added to the asset register. Undertake annual asset register check with the Caretaker

## **Health and Safety and Maintenance**

- Assist in undertaking appropriate repairs e.g. redecorating and fixing, minor plumbing, changing light bulbs, clear and repair guttering
- To assist in carrying out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory and safe and secure for their occupants or clients.
- To assist in carrying out minor improvement works e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Caretaker
- Select, check, use and maintain tools, equipment, materials, components, compounds and parts appropriate to the task being undertaken, handling, positioning and storing these safely, and clearing away and disposing of waste safely on completion of work and in accordance with codes of practice.
- Ensuring work carried out is compliant.
- Report and faults and defects.
- Create a safe working environment by implementing the necessary control measures, through the identification, mitigation and reporting of risks and hazards, and in line with health and safety legislation, policies and procedures.
- To ensure mobile phone is charged and carried throughout working hours
- To assist in the electrical testing of portable electrical appliances
- To assist in checking on outside drains above and around the school, arranging for the clearance of debris as required.
- To assist in carrying out weekly fire alarm tests and assist with termly fire drills
- To assist in carrying out and keep records of monthly emergency lighting tests
- To assist in carrying out regular health and safety checks including legionella (e.g water temperature checks), fire safety, asbestos monitoring and any other mandatory checks that may be required
- Implement the school required COSHH protocols and assisting in maintaining the records
- Be responsible for own health and safety by ensuring correct PPE is worn and periodic required training is undertaken
- Be aware of and work in line with Reading Borough Council Code of Practices relevant to work being undertaken and in particular relating to Property Health and Safety requirements
- Be aware of and work in line with school Risk Assessments relevant to work being undertaken
- To assist in undertaking safety audits of the premises and assist with relevant risk assessments as required
- To promote and ensure the health and safety of pupils, staff & visitors at all times

## **Cleaning**

- To collect and assemble waste for collection
- To maintain to a high standard the designated area of cleaning, in particular the school entrance, administration area, staff room and hall ensuring all litter bins are emptied daily.
- To maintain standard of hygiene in toilet areas throughout the day, with regard to toilet rolls, ceramic surfaces and fittings; general maintenance of plumbing and drainage in these areas. Provision of towel and tissues in toilet areas
- To be available to deal with incidents during working hours, eg spillages and breakages, spillage of body fluids to be dealt with in the prescribed manner
- To ensure that the building is ready for the following day, eg furniture replaced and areas cleaned
- To ensure all outside areas of the school are kept clean, free of litter, weeds and are gritted in icy conditions.

## **Resources**

- To contribute to development and organisation of systems/procedures/policies relating to property and health and safety
- To assist in maintaining records, information and data relating to property maintenance and health and

safety checks

- To assist in ensuring that work tools are suitably maintained and where applicable included in the school's annual PAT testing regime
- To ensure that teaching areas are arranged as required for the start of each term.

### **Organisation & supervisory**

- To provide portering duties e.g. moving furniture and equipment

### **Responsibilities**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos/work/aims of the school
- To participate in training and other learning activities as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- To ensure compliance by self and others with all health and safety policies and procedures, COSHH and Legionella requirements.
- To ensure safe use by self and others of equipment and materials
- To establish constructive relationships and communication with contractors and other agencies/professionals
- To attend and participate in meetings as required
- To treat all users of the school with courtesy and consideration
- To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- To promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times
- Staff have a responsibility to safeguard and promote the welfare of pupils and must demonstrate a commitment to the school's safeguarding ethos and policies

### **SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

- Any other reasonable tasks related to this role as directed by the headteacher

**What level of DBS check is required for this post?**

**Enhanced**

**Health and Safety**

**Level 3**

## PERSON SPECIFICATION

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<b>Reading Borough Council</b>	<b>Department/Directorate: Education</b>
<b>Job Title: Maintenance Assistant</b>	<b>Post Reference No:</b>

### **Qualifications/Education/Training:**

- Willingness to undertake training e.g. First Aid, Health & Safety, Safeguarding
- Good numeracy/ literacy skills
- Computer literate

### **Experience:**

- Previous experience of working in maintenance / building services desirable

### **Skills and Abilities:**

- Ability to relate well to children and adults
- Ability to use own initiative
- Ability to work at height
- Be a good team worker
- Able to undertake physical activities for majority of shift including lifting and bending, using ladders
- Willingness to learn

### **Specific Working Requirements:**

**The post is offered for 39 hours each week, all year round**

**A certain level of fitness is required as this post includes the setting out of furniture and equipment and the movement of deliveries.**

**Commitment to equal opportunities and the ability to apply EO principles to all aspects of the job.**