

JOB DESCRIPTION: MULTI TRADE MAINTENANCE ASSISTANT

Job Title:	Multi Trade Maintenance Assistant
Salary Grade:	C1-C2 Scale Point 12-19 - Actual salary £18,723.65 - £20,991.22 per annum
Contract Type:	Permanent, 25 hours per week, all year round Monday to Friday
Responsible to:	Headteacher

PURPOSE OF THE JOB

Purpose of Role:

This role has two specific functions:

- Accountability for the day-to-day running of the site and buildings at The Whartons Primary School (with support from the Trust's Estates Manager)
- Contribution to specific maintenance or construction projects at other Trust schools when required. With support from the Trust.

The postholder will be line managed by the Headteachers and Senior Leaders at The Whartons Primary School. They will also liaise closely with the Trust's Estates Manager.

The post has been advertised as 25 hours per week, all year round. Working pattern is 7.30am-12.30pm. Flexibility will be required, and occasionally there may be a need for additional or flexible hours with possible evening and weekend working on rare occasions.

SPECIFIC DUTIES

Security, safety and site supervision:

1. To be responsible for the effective opening and locking of the school site and buildings in line with agreed procedures, assisting with regular security checks and the operation of alarm systems where appropriate.
2. To maintain the security of the school premises by securing windows/entrances/exits as appropriate and reporting potential security breaches as required
3. To deal with the security of the building, being available on a rota basis to respond to call outs in the event of fire or intruder alarm activations and making appropriate emergency arrangements as required, in line with the agreed procedures
4. To undertake, on a rota basis, the opening and closing of the buildings/site out of normal contracted hours (e.g. at weekends) as required, in relation to lettings, community use, contractors, school productions etc

5. To deal with Hazard Reports issued in line with Health & Safety procedures, liaising with the Headteacher and Trust Estates Manager if required
6. To assist the Headteacher in ensuring that all areas of the site and buildings comply with current Health and Safety regulations, undertaking duties such as gritting, clearing snow etc
7. To ensure that lights and sources of electrical equipment are switched off, as appropriate

Maintenance and Cleaning:

- To ensure the effective operation of the system of Planned Preventative Maintenance, assisting with a daily programme of repairs and maintenance around the site and buildings (e.g. plumbing, joinery, changing light bulbs, unblocking drains etc.) and completing the necessary records for each of the completed maintenance tasks
- To select and appoint approved contractors for reactive and planned maintenance tasks in areas such as heating and lighting, liaising with the Headteacher and/or Estates Manager, ensuring that agreed procedures are always adhered to
- To be responsible for monitoring contractors working on site and ensuring work is completed to the required standard
- To control the building temperature as appropriate, operating the heating plant, cooling and lighting systems
- To collect and assemble waste ready for collection, including collection of leaves and litter, ensuring that recyclable items are sorted appropriately (e.g. scrap metal, paper and card, and general waste) in line with the Trust's waste management policy
- To undertake cleaning duties, as appropriate, including the use of specialist cleaning equipment e.g. floor buffer, carpet washer; graffiti removal; litter-picking etc ensuring that the site and buildings are maintained in a clean and tidy condition throughout the day
- To work with the Headteacher to ensure that all areas of the site and buildings comply with current Health and Safety regulations undertaking duties such as gritting etc
- To deal with Hazard Reports issued in line with Health & Safety liaising with Headteacher or Estates Manager if required
- To ensure the maintenance of a clean and orderly working environment ensuring all resources e.g. tools, materials, equipment etc are well-maintained and stored appropriately in a clean and tidy condition

- To ensure timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- To undertake accurate record keeping as directed
- To refill and replace consumables e.g. soap and towels
- To report be proactive in dealing with faulty equipment and other maintenance requirements, liaising with the Headteacher/Estates Manager as required
- To maintain the security of the school premises by securing windows/entrances/exits as appropriate and reporting potential security breaches as required
- To ensure lights and other equipment are switched off as appropriate
- To manage and respond to reactive work requests in a timely manner via the site jobs book, ensuring that work is prioritised accordingly and that correct materials are used

Grounds Maintenance:

- To undertake grounds maintenance duties, including playground clearance, weeding and tree maintenance
- To operate specialist grounds maintenance machinery if required (e.g. tractor mower, petrol long reach strimmer, backpack weed sprayer)
- To ensure that the external sports areas are appropriately maintained (including marking of pitches), according to seasonal needs.

Organisation:

- To assist with the receipt, distribution, collection and despatch of goods / deliveries in an efficient and effective manner around the site
- To assist and participate in the organisation and movement of furniture within the building, preparing facilities for events, including special requirements and lettings
- To erect and dismantle scaffolding, as required
- To assist with the supervision of the car park during school events such as Parents' Evenings
- To maintain and arrange orderly and secure storage of supplies
- To operate everyday equipment in accordance with instructions

Specific Duties

- Use joinery and plumbing skills to contribute to maintenance and construction projects
- To develop positive working relationships with other facilities management staff across the Trust, including maintenance supervisors, maintenance assistants and the Estates Manager

Other Responsibilities

- To deal with staff, parents, students and members of the public in a friendly and effective manner maintaining a high standard of professional behaviour and appearance at all times.
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- To ensure a clean and presentable appearance at all times, including footwear
- To undertake any other duties commensurate with the grade of the post
- To be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person
- To be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the Trust complies with its requirements
- To contribute to the overall ethos/work/aims of the School including the School's commitment to safeguarding and promoting the welfare of children and young people
- To appreciate and support the role of other professionals
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school/Trust
- To recognise own strengths and areas of expertise and use these to advise and support others
- To participate in the School's Performance appraisal process and seek to develop skills further through professional development opportunities
- To attend relevant meetings and whole school training events as appropriate

Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

The Whartons Primary School is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date

PERSON SPECIFICATION-

MULTI TRADE MAINTENANCE ASSISTANT

Title of Post	MULTI TRADE MAINTENANCE ASSISTANT		
Specification Prepared By	HR Assistant		
Date	April 2025		
Qualifications		Essential/Desirable (E/D)	How identified
1.	English & Mathematics GCSE Grade A*-C or equivalent	E	Application and Selection process
2.	Core trade qualification to NVQ Level 2/3, <u>or</u> similar trade background	D	
3.	Any other relevant technical or professional qualification or training	E	
4.	Full UK driving licence	E	
5.	Appropriate qualification in the safe use of pesticides	D	
Experience and Professional Development		Essential/Desirable (E/D)	How identified
1.	Experience of working as part of a team	E	Application and Selection process
2.	Experience of working in a school environment or similar	D	
3.	Experience of selecting and appointing external contractors, ensuring good value for money	D	
4.	Experience of grounds maintenance work	D	
Knowledge		Essential/Desirable (E/D)	How identified
1.	Awareness and understanding of basic safety and security measures	E	Application and Selection process
2.	Knowledge of basic fire regulation requirements	D	
3.	Knowledge of Health & Safety procedures and precautions	D	
4.	Knowledge of moving and handling procedures	D	

5.	Knowledge of basic equipment and machinery maintenance	D	
Skills and Abilities		Essential/Desirable (E/D)	How identified
1.	Ability to work with initiative and independence, but also as part of a team	E	Application and Selection process
2.	Ability to relate to people both in person and on the telephone	E	
3.	Ability to deal with day-to-day issues on own initiative, manage time effectively, multitask and complete tasks / projects on time	E	
4.	Ability to move heavy furniture	E	
5.	Ability to present a positive personal image, contributing to a welcoming school environment	E	
6.	Multi trade skills (including joinery and plumbing) and basic technical repair and maintenance skills in other areas	E/D	
7.	Good literacy skills	E	
8.	ICT skills	E	
9.	Ability to operate specialist grounds maintenance equipment	D	
Personal Attributes		Essential/Desirable (E/D)	How identified
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	

Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

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