

<b><u>POST TITLE:</u></b>	<b>Maintenance Assistant</b>
<b><u>GRADE:</u></b>	<b>Band 8 SCP 19 (Whole time)</b> <b>£29,777</b> <b>Mileage expenses paid.</b>
<b><u>REPORTING RELATIONSHIP:</u></b>	<b>Report to the Facilities Manager/ Maintenance Technician</b>
<b><u>JOB PURPOSE:</u></b>	<b>As part of the maintenance team, you will support the maintenance technician in the upkeep of facilities within our schools based in Durham, Darlington, Hartlepool, Billingham, and Stockton.</b>  <b>Duties will include responding to requests from Facilities Manager, regarding repairs and maintenance, decorating, plumbing &amp; carpentry.</b>  <b>The post holder must have a valid UK driving license with own vehicle to be able to travel to various school sites.</b>

#### **MAIN DUTIES/RESPONSIBILITIES**

1. Support maintenance team with planned and reactive works.
2. Ability to work in a team and follow instructions from maintenance technicians.
3. 2+ years of experience in similar role.
4. Flexibility in weekend working if required.
5. Complete administrative duties such as job logs.
6. Respond to emergency calls for maintenance & repairs.
7. Responsible for procuring best value quotes for routine maintenance work. Contribute to the decision- making process for the procurement of services.
8. Responsible for induction training and development of new caretakers within schools in the Trust in premises management and health and safety issues.
9. Conduct Health and Safety Risk assessments in relation to premises management and take remedial action where and when required.
10. Carry out day to day maintenance and minor repairs this will include basic DIY such as plumbing, joinery, painting and minor electrical works, for other works escalate to maintenance technician.
11. To safeguard and promote the welfare of children for whom you have responsibility or encounter, to include adhering to all specified procedures.
12. The post holder must carry out his/her duties with full regard to the Public Sector Equality Duty in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.
13. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both yourself and others.
14. Responsibility for the security of the academy building(s) and their contents including the

opening and locking of gates and doors, ensuring that windows are locked and secure and that security systems and fire alarms are activated accordingly.

15. Any other duties of a similar nature related to the post, which may be required from time to time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

MAINTENANCE ASSISTANT

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications &amp; Education</b>	E1	NVQ Level2 building maintenance or equivalent	AF,I,R	D1	To have served a full apprenticeship in electrical, plumbing, building, mechanical or equivalent discipline	AF,I,R
<b>Experience &amp; Knowledge</b>	E2	At least 2 years practical experience in building maintenance, heating, plumbing, electrical or similar work	AF,I,R	D2	Nebosh, IOSH or similar Health & Safety qualification	AF,I
	E3	UK driving license and access to own vehicle	AF, C			
	E4	Reliable own vehicle	AF,I,R	D3	Knowledge of CDM Regulations	AF,I,R
	E5	Experience of undertaking Health and Safety Risk Assessments, Premises Surveys and giving advice and guidance relating to health and safety	AF,I,R	D4	Experience of developing policies relating to health and safety and premises management	AF,I,R

	E6	Experience of working with contractors and with varying contracts	AF,I,R			
<b>Skills</b>			AF,I,R	D5	Manual Handling experience and training	AF,I,R
	E7	Ability to respond to changing priorities	AF,I,R	D6	Ladder Safety training and experience	AF,I,R
	E8	Ability to communicate effectively. at all levels – both orally and in writing	AF,I,R	D7	Experience of conducting and delivering training	AF,I,R
<b>Personal Attributes</b>	E9	Flexible approach to working arrangements in line with the duties of the post	AF,I,R			
	E10	Willingness to undertake training to advance experience and knowledge and to ensure that up to date procedures and legislation is followed	AF,I,R			
<b>Special Requirements</b>	E11	Ability to comply with the No Smoking at Work Policy and Alcohol at Work Policy	AF,I,R			
	E12	Capacity for independent travel in line with the duties and requirements of the post.	AF,I,R			
	E13	Motivation to work with children	AF,I,R,D			
	E14	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			

	E15	Emotional resilience in working with challenging behaviour's and attitudes to use of authority and maintaining discipline	AF,I,R,D			
	E16	Suitability to work with children	D			

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references.