



JOB TITLE	General Maintenance Worker
DEPARTMENT	Maintenance Department
REPORTS TO	The Bursar
LINE MANAGES	Facilities Team

JOB SUMMARY:

- 1) All aspects of the maintenance, upkeep and development of the fabric of our buildings and grounds, as well as the services and physical facilities in them.
- 2) Ensuring all Health & Safety requirements are adhered to
- 3) Working with the maintenance team so that the set up for all events is always completed in a timely and efficient fashion.
- 4) Resolving maintenance issues that arise in all areas of the school as allocated

KEY DUTIES AND RESPONSIBILITIES:

MAINTENANCE AND BUILDINGS MANAGEMENT

- Helping to resolve any issue related to the fabric of the school buildings, including the Head's house and any other properties owned by the school or the bursary fund and the services within them.
- Assisting with maintenance throughout the school including gardening and decorating day to day maintenance and emergency repairs.
- If required, obtaining quotations from outside contractors for repairs and refurbishments of buildings, obtaining approval from the Bursar
- Being aware of issues relating to security of the school premises (including fire and intruder alarm systems and CCTV, boundaries and fencing)
- Playing a pro-active role in our efforts to develop and implement environmentally friendly initiatives and practices in the school, such as recycling, reducing energy waste etc
- Engaging with pupils and staff to foster an interest in the flora and fauna of the school site
- Assisting with the maintenance of the school's mini buses (two currently), including roadworthiness, regular inspection, cleaning, maintenance, insurance and tax.
- Liaising with all relevant staff to ensure set up for events is organised in advance, instructing maintenance team on requirements.
- Ensuring that venues are unlocked and unalarmed/locked and alarmed as required for weekday, evening and weekend events, as required by the Bursar
- Attend team meetings to communicate and discuss operational issues

HEALTH & SAFETY MANAGEMENT & PROCEDURES

- To monitor areas of compliance and to ensure that all risk assessments for maintenance works are carried out as required.
- Ensure that tests for legionella are carried out in accordance with current guidelines
- Ensure regular and annual inspection of climbing/playground and PE equipment
- Attend courses for working at height and manual handling
- Carry out weekly "walk about" inspections of the school site (indoors and in the grounds) for issues to follow up
- Be responsible for specific duties in the event of emergencies and/or evacuation of the



buildings and ensure that both directly employed and contract staff are aware of their duties

OTHER DUTIES

- If a D1 classification for driving is held, assist with Minibus driving as and when required
- Any other duties as reasonably required by the Bursar or Headmaster

SAFEGUARDING:

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

ST AUBYN'S POLICY AND PROCEDURE:

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Safeguarding, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or the Headmaster.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.