

Role Title:	Maintenance Assistant
Location:	The Leys School
Responsible to:	Facilities Director
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Main purpose of the role To provide a high-quality maintenance, repair and site support service across the school estate, ensuring that buildings, facilities and equipment are maintained in a safe, compliant, functional and presentable condition. The post holder will undertake both planned and reactive maintenance activities, contribute to site improvement projects, and support the efficient day-to-day operation of the school environment for pupils, staff and visitors.	
Main duties and responsibilities • Carry out routine repairs and maintenance to school buildings, fixtures, fittings and equipment. • Undertake basic carpentry, plumbing, painting, decorating and building repairs. • Repair and adjust doors, locks, furniture, shelving and classroom equipment. • Respond promptly to maintenance requests raised through the school helpdesk system. • Undertake utility meter readings. • Carry out routine checks of buildings, grounds and plant equipment. • Maintain accurate records of completed works and inspections. • Supervise or escort contractors working on site and ensure site standards are maintained. • Undertake legionella testing and inspections as required. • Provide assistance to all other tradesman as required. • Undertake any maintenance task that is assigned to you • Take part in the on-call rota and respond to out-of-hours maintenance and emergency situations when required.	
Safeguarding responsibilities • To have read the School's Child Protection Policy and updates to this policy as required by the School. • To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils. • To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality. • A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).	

- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Facilities Director, Headmaster/Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	No Formal Qualification Required	- Relevant maintenance, building services or trade qualification(s) - Full Uk driving License	- Production of the applicant's certificate - Discussion at interview
Experience	Experience of carrying out a broad range of building maintenance tasks, including carpentry and general repairs.	Experience of working within a school, educational or similar environment.	- Contents of the application form - Interview
Skills	- Practical skills in basic carpentry, decorating and building repair work. - Ability to work independently, prioritise tasks and manage workload effectively. - Good communication and customer service skills, with the ability to build positive working relationships with colleagues, pupils, contractors and visitors. - Understanding of safe manual handling practices and the ability to carry out manual handling tasks safely and effectively.	Good basic IT skills and confidence in using digital systems to support day-to-day duties.	- Contents of the application form - Interview - Professional references
Knowledge	Good understanding of health and safety requirements, with a commitment to safe working practices.		- Contents of the application form - Interview

THE Leys