



Job Description

Role: Maintenance & Caretaking Assistant

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.

Location:	St Francis' College, Letchworth
Accountable to:	The Maintenance & Caretaking Assistant is directly responsible to and supervised by the Maintenance team supervisor. However, the Maintenance and Caretaking Assistant may also receive instructions from the Head of Operations, who is responsible for the leadership and management of the non-education for the College.
Hours	Monday to Friday, 40hrs per week. Two College Open Mornings (Saturday's) and flexibility to provide occasional late evening and weekend caretaking cover both term & non-term time. The Maintenance & Caretaking Assistant will also be part of an overnight emergency cover rota.

Overall Purpose of the Job

The Maintenance & Caretaking Assistant, as part of a team, is responsible for the security, care and availability of the College's facilities, to ensure there is a safe and satisfactory physical environment for pupils, staff and visitors.

Main Duties and Responsibilities

Provide general maintenance duties such as replacing of light bulbs, minor repairs and decorating, fitting noticeboards, shelves etc. in accordance with the College's policies and procedures. Carry out reactive repairs to College fixtures and fittings as required.

Assist with the maintenance of areas within the grounds, such as minor drain & gutter clearing, court, pitches, fencing and path maintenance. Assist with seasonal clearing of snow (gritting), or other emergency.

Occasionally carry out weekend and evening unlocking/re-locking duties of the building and premises during periods of team absence. Overtime will be paid for additional hours worked, as agreed with the Head of Operations.

Requirement for additional hours to support school events & external hires (i.e. theatre events and shows), subject to agreement with the Head of Operations.

Overnight emergency call out as part of a rota and during periods of team absence.

Maintain the College's security control measures such as replacement of door locks and other security features. Assist with the termly door code changes.

Assist and operate an effective management system for the Site Team keys.

Assist with portering duties, such as laying out (and removal) of furniture and other equipment, taking deliveries and portering of stores, materials and other goods and assisting with luggage portering as and when required.

Drive the College Minibuses as and when deemed necessary by the Head of Operations. Assist with vehicle road-worthiness checks. Provide emergency cover for daily school collection and drop's off in the absence of the College Minibus Drivers.

Assist with the operation and maintenance of the swimming pool by monitoring water quality, cleaning the pool and supporting with plant operations; provide cover when the Pool Operator is absent. Pool Plant Foundation training will be provided as a minimum.

Carry out routine flushing of water services in accordance with the College's Water Management Policy and L8 Regulations. Work closely with the team to establish a flushing schedule for term and non-term times. Assist with external water management contractors/consultants.

Undertake specific building improvement projects (usually during school holidays) as a part of the College's rolling programme of works as instructed by the Head of Operations.

Carry out car park duties for Open Mornings and other similar events.

Assist with the preparation and set-up of the events. Set out areas as required for parents' evenings, concerts, sports days etc.

Other Duties

Carry out regular inspection of the physical condition of the building, furniture and equipment reporting to the Head of Operations any defects.

Assist with the set-up and operation of the Theatre's Tallescope

Attend training courses as identified and agreed for appropriate development.

Any other duties thought reasonable by Maintenance team supervisor or Head of Operations.

General

Owing to the presence of pupils in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place.

Annual Leave must be taken during College holiday periods and to be arranged with reference to the team in such a way that ensures the needs of the College are met at all times. Annual Leave must be agreed in advance with the maintenance and caretaking supervisor with sufficient notice of intention to take holidays given.

Maintain consistent high standards of personal presentation in acting as an ambassador for the Site Services Team.

Adopt a flexible and supportive style which will be essential to the smooth and seamless running of the maintenance & caretaking provisions of the site.

Training and Work Equipment

Training will be provided and will include, Fire Safety, Manual Handling, Ladder Safety, Water

Management, Pool Plant, Asbestos Awareness and PAT. The College will provide training or pay reasonable training costs where the need arises. "Everyday" work equipment and Personal Protective Equipment, where required will be provided by the College.

Person Specification

Role: Maintenance & Caretaking Assistant

Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> • Be numerate • Good reading and writing skills • Be able to interpret written and verbal instructions • PC & mobile literate 	<p>Education:</p> <ul style="list-style-type: none"> • First Aid Qualification • Hold a recognised Health & Safety or other professional trade qualification i.e. plumbing, electrical safety etc.
<p>Skills:</p> <ul style="list-style-type: none"> • Excellent organisational skills • Be honest and reliable • Be able to manage own time effectively and work to tight deadlines • Demonstrate a flexible approach to working hours • Good communication skills and ability to work productively as part of a team as well as on own initiative • Must be able to establish rapport and respectful relationships on all levels 	<p>Skills:</p> <ul style="list-style-type: none"> • Demonstrate ability to resolve problems independently • Negotiate effectively to achieve the best outcomes • Have the ability to manage difficult or controversial exchanges • Customer care skills • Ability to deal with changing priorities
<p>Experience:</p> <ul style="list-style-type: none"> • Supervised a team • Be practical with good problem solving skills • Demonstrate flexibility • Be willing to attend training courses 	<p>Experience:</p> <ul style="list-style-type: none"> • Previous caretaking or security experience • Full D1 Category on licence • Willingness to drive a minibus
<p>Knowledge:</p> <ul style="list-style-type: none"> • Be able to complete forms • Be able to receive and exchange verbal and written information clearly • Understand the role of others in and within the school 	<p>Knowledge:</p> <ul style="list-style-type: none"> • Demonstrate a clear commitment to develop and learn the role
<p>Other:</p> <ul style="list-style-type: none"> • Have a 'can do' positive attitude 	<p>Other:</p> <ul style="list-style-type: none"> • Manual Handling experience