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Job Description – General Maintenance Assistant

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**Overall Purpose**

The General Maintenance Assistant works as part of the Estates team and undertakes general maintenance duties, as directed, across Bridewell Schools.

Reporting to: The Director of Operations.

Location: Bridewell Schools

Direct reports: None

Hours of work: Monday to Friday 8.00am-4.30pm, with 30 minutes' unpaid break for lunch. Plus, Occasional evening / weekend work on a time in lieu basis.

Member of the maintenance cover team on a rota basis and as such, required to remain on-site (sleep-over) at School when on duty. Single accommodation is provided for this purpose. If living within 20 minutes of the school, there is the option to carry out this duty from home.

Annual leave: 30 days including Bank Holidays (rising to 35 days after 5 years with the School). School lunches: Provided without charge and are usually available throughout the year.

PPE: Uniform and PPE is provided.

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**Main duties and Key responsibilities**

- To carry out general maintenance duties and tasks.
- To carry out reactive, planned and requisition works.
- To help manage stores and control stock.
- Operate equipment and tools in accordance with health & safety guidelines.
- To work unsupervised, work alone or as part of a team on designated tasks.
- To ensure full compliance with statutory, regulatory requirements and School Policies at all times and that adequate records are maintained.
- To carry out such other tasks as may be required from time to time by the Maintenance Supervisors or Director of Operations.

**Person Specification**

Essential

- Previous experience in a maintenance role
- Ability to work alone or as part of a team
- Able to work in a clean, tidy and professional manner
- The ability to multi-task on a daily basis
- To be able to work unsupervised on designated tasks

- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm for an educational environment and the aims of KESW in particular.
- Hold a clean driving license.

Desirable

- Relevant experience in a trade
- Recognised qualification(s) in a trade
- Experience of working in an Estates and Facilities department.
- Experience working in educational environment.