



JOB SPECIFICATION

Site Maintenance Assistant

Line Manager: Site Maintenance Assistant

Salary:
£ 24 500 per year

Paid Hours per week:
37 hrs per week, 52 weeks per annum

General description of job:

To carry out maintenance tasks and provide administrative support, under the guidance of the Site Team Manager

Main Tasks:

- Advise Site Manager of faults & repairs that require contractor support.
- To carry out simple repairs of building fabric.
- To perform administration tasks as required
- To carry out weekly tests & checks of critical safety systems:
 - Fire Alarm
 - Maintained emergency lighting
 - Flushing of low use taps & showers
 - Inspect boilers & water heaters
 - Automatic doors and all fire exit doors
- To carry out monthly tests & checks of critical safety systems:
 - Emergency lighting
 - Fire extinguishers & call points
- Maintenance of the minibus fleet, sweeping, refueling & cleaning.
- To inspect & carry out tractor sweep and clearing of the astro turf, this includes brushing all edges.
- Liaise with teaching/support staff regarding event set-ups & parent evenings.
- Ensure Fire Escapes are kept free from obstructions at all times.
- Assist other Site Team Staff as and when required.
- To unlock & lock the college as and when required.
- To carry out portage duties across the campus as required.
- Painting & decorating as required.
- To maintain an agreed stock level of consumables and lighting requirements.

- To assist with clearing of flooding and liquid spillages if required by the Site Assistant.
- To assist with escorting Contractors on site.
- General housekeeping and tidiness of the site.
- Carry out litter picks across campus if required.
- To carry out any other reasonable task as requested by the Site Manager.

Safeguarding of Children

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy.

Essential competencies:

- Some knowledge of Health & Safety
- Experience of site responsibility
- Must have some basic D.I.Y. skills

Desirable qualities:

- Ability to work on own initiative
- Honest and reliable
- Be a flexible member of staff
- Good organizer
- A sense of humour
- Good interpersonal skills
- Able to work under pressure
- Energy and enthusiasm
- A willingness to contribute to the wider life at the college
- Work well with young people
- Williness to train
- A team player
- Must be reasonably fit enough to do the job

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The College will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The role is a physically demanding one with a requirement for some heavy lifting and therefore only suitable applicants can be considered.

Employee Benefits include:

- Uniform provided
- Support Staff Pension Scheme.
- Complementary coffee and tea during the working day
- Free car parking on site.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.

The Chalfonts Community College is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.