



## Job Description

### Maintenance Assistant

**Working Hours:** 37½ hours per week, Monday to Friday 8am – 4pm (½ hour unpaid lunch break)

**Responsible to:** The Bursar through the Estate Manager

#### Summary of the Role:

PAT testing and general maintenance duties as might be required by the Estate Department.

#### Main Duties and responsibilities

1. PAT testing
2. Minor routine and emergency maintenance
3. Painting and decorating
4. Basic carpentry and plumbing
5. Driving
6. Checking and marshalling of vehicles on special occasions
7. Security, including locking and unlocking of such areas and at such times as are required
8. Preparation of rooms and areas for events
9. Porterage and furniture moving
10. Mail and parcel distribution
11. Tidying the estate
12. Carry out such duties as specified by the Bursar or Estate Manager

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



## Person Specification Maintenance Assistant

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
	<ul style="list-style-type: none"><li>• Full Driving Licence</li><li>• Minimum 2 GCSEs, Grade C or equivalent</li></ul>
<b>Experience</b>	
	<ul style="list-style-type: none"><li>• Experience of general maintenance work</li><li>• Formal trade experience either joinery, plumbing or electrical</li></ul>
<b>Skills</b>	
<ul style="list-style-type: none"><li>• Good Interpersonal skills</li><li>• Ability to work independently and as part of a team</li><li>• Ability to work accurately with attention to detail</li></ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"><li>• Calm under pressure</li><li>• Takes pride in their work</li></ul>	
<b>Other Factors</b>	
<ul style="list-style-type: none"><li>• Flexible approach</li><li>• Willingness to undertake additional training (on occasion outside normal working hours)</li></ul>	