

FOREMARKE HALL MAINTENANCE PERSON
JOB DESCRIPTION

Job description : School Maintenance Person

This is a full time position.

Responsible to: The Maintenance Manager

Closing Date for Applications – Monday 3 July 2017

Please e mail your completed application form to: amcgarry@foremarke.org.uk or send hard copy to:

Mr A McGarry
Maintenance Manager
Repton Prep school
Foremarke Hall
Milton
DE65 6EJ

1. You are employed as a maintenance person.
 - You will need to be a good all round handy man with skills in plumbing, woodwork, plastering, brick laying and painting.
 - Clean Driving License required
2. You are responsible to the Maintenance Manager.
3. Your main duties include but are not limited to:
 - Work as a member of the school maintenance team
 - Assist to carry out repairs and maintenance of all school buildings internally and externally
 - Assist with minor new works
 - Assist to carry out repairs and maintenance to roads, paths, footpaths, fencing, hedges and barriers
 - To help out with minibus runs when needed
 - Maintain the cleanliness of the school
 - Assist the school gardener and grounds staff when necessary
 - Clean out blocked drains and holding tanks
 - Assist with the upkeep and cleanliness of the swimming pool and swimming pool plant room

- Sweep and clean the school roads, pathways and courtyards
 - Report faults and stock replenishments to the Maintenance Manager
 - Use all tools, machinery and equipment safely and in accordance with the manufacturers instructions
 - Use Personal Protection Equipment when necessary
 - Wash down school vehicles
 - Assist to carry out minor repairs to boilers
 - Secure and alarm school buildings
 - Keep works areas clean and tidy
 - Move furniture, equipment, parcels and deliveries
 - Undertake training when provided.
 - Comply with the School Safety Policy
4. Your normal hours of work are Monday – Friday 0800 hrs – 1700 hrs and 1 in 5 Saturday mornings 0800 hrs – 1200 hrs.
5. Holiday entitlement is 30 days per year and the salary will be £19,000.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.