



Job Description

Job Title	Maintenance Assistant
Department	Freemen's School
Grade	B
Location	Ashtead Park
Responsible to	Facilities Manager

Purpose

- a) To provide preventative (planned) and emergency maintenance in order to support the Facilities Manager in the upkeep of school building services, plant, equipment, furniture and fittings.
- b) To work as a member of the Maintenance team which forms part of the Facilities Support Team (Maintenance, Grounds & Gardens, School keepers, Catering/Housekeeping).

2) Main Duties & Responsibilities

- a) Preventative Maintenance
 - i) Inspection, maintenance and repair of school premises, fixtures, fittings and furniture to ensure correct working conditions, outside of those provided by the City of London Planned Preventative Maintenance programme. This is likely to include the repairing or renovating of plumbing and electrical fittings, painting and decorating and undertaking minor DIY projects, where necessary, and maintaining records of all works carried out.
 - ii) Check all building services, plant and controls on a regular basis, reporting defects and keeping Deputy / Facilities Manager informed of progress.
 - iii) Liaise with and supervise contractors on site through the Deputy / Facilities Manager.
 - iv) Undertake checks of the pool to ensure pool plant equipment is maintained, and appropriate records are kept of PPM and mandatory water checks and maintenance/servicing as appropriate.
 - v) Undertaking and recording of weekly fire alarm tests.



- vi) Undertaking and recording of monthly emergency lighting tests.
 - vii) Undertaking and recording of monthly vehicle fleet inspections.
 - viii) Advise the Deputy / Facilities Manager of any maintenance problems which might affect the efficient running of the School.
 - ix) Specify and order materials and equipment through the Deputy Facilities Manager when required to ensure an appropriate level of stock.
 - x) Maintain and repair drainage and foul water drainage systems, including toilets, reporting defects to the Deputy / Facilities Manager.
 - xi) Undertaking and recording of water flushing throughout the required premises during holiday times, to support the prevention of Legionella.
- b) Emergency Maintenance
- i) The successful completion of maintenance request tasks, necessary updates and the closure of completed requests.
 - ii) Responding immediately to equipment breakdowns and fixing where practical and safe to do so.
 - iii) Fixing faults on site or arranging for replacement equipment to be installed through the Deputy / Facilities Manager.
 - iv) Acting as a Marshal (e.g. fire, security) in the event of an emergency.
 - v) Assisting grounds and caretaking staff in snow and ice clearance.
- c) Additional duties
- i) Regular meetings with the Facilities Manager regarding works processes.
 - ii) Liaison with teaching staff for repairs and classroom access.
 - iii) Attend and contribute to regular team meetings.
 - iv) Produce Excel and Word based production reports as required.
 - v) To undertake any other duties that may reasonably be requested by the Deputy / Facilities Manager, appropriate to the grade.



3) Health & Safety

- a) Assist in the organisation of the workshop, machinery and hand tools to ensure that a clean, tidy and hazard free working environment is maintained to defined standards.
- b) Undertake inspections to ensure necessary safe operation and that the legislative requirements are met regarding powered equipment, machinery, chemicals, ladders etc.
- c) Ensuring the postholder and any other worker is wearing the appropriate protective clothing against chemicals, noise, etc and that the postholder and other staff are carrying out operations in accordance with the City's policy and departmental codes of safe working practices.
- d) To notify the Deputy / Facilities Manager of accidents, hazards or any other concerns relating to Health & Safety and safe working practices.
- e) Assisting the Deputy / Facilities Manager in the risk assessments in accordance with City guidelines and procedures.

4) Additional/Occasional Duties

- a) Attending training courses, meetings and seminars as required, eg Health and Safety.
- b) Escorting injured staff and pupils to the Medical Centre when/if it is safe to do so. If not, calling for the Duty School Nurse or a First Aider.

Other Points

1. Actively seek to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children.
2. Implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of all members of the School and reporting breaches as they arise.
3. Report all accidents using appropriate reporting mechanisms and report any concerns regarding health and safety and safe working practices
4. Implement the City of London's Equal Opportunity Policy and promote equality of opportunity in relation to the duties of the post
5. Undergo additional training as deemed necessary



Revision of Job Description

6. According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

Person Specification

Job Title	Maintenance Assistant
Department	Freemen's School
Grade	B
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- NVQ Level II minimum or City & Guilds or equivalent (A)
- Wide knowledge of all aspects of building maintenance including carpentry, painting and decorating, plumbing and electrical works (A)
- Numerate (A)
- Literate (A)

Experience Required

- Proven experience in a similar role in the building industry(A,I)
- Working at heights and in confined spaces (A,I)
- Previous experience of operating and maintaining pool plant equipment, conducting and recording pool PPM checks and mandatory water checks and maintenance / servicing (A,I)
- Basic record keeping, manual and electronic (A,I)
- Ability to follow planned maintenance schedules and instructions (a,I)
- Experience of working with children and a demonstrable commitment to the safety and welfare of children (A, I)



Technical Skills

- Clean driving licence (A)
- IT literate (A, I)
- Knowledge and use of BMS and Fault Reporting systems (A)

Other Relevant Information eg. Working hours or desirables (only if applicable)

- Professional and presentable appearance.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

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Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

Salary Range is £24,880 to £28,030 pa inclusive of Outer London Allowance and contract hours.

Contract

The position is offered on a permanent basis

Hours of Work

Normal hours of work are 9-00am – 5.30pm, being 37.5 hours per week excluding lunch breaks, Monday to Friday, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

The annual leave year runs from 1 January to 31 December each year. In a complete year you will be entitled to 24 days of paid annual leave, plus of Bank Holidays.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Half a term by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.