



Site Maintenance Assistant

Applications for this role must be made through the website at: www.westhillpark.com that include a completed application form. Applications through Indeed alone will not be accepted.

The role will require close cooperation with:

- All members of the Senior Leadership Team
- The Estates Manager
- Other members of staff.
- Parents, governors and the local community.
- Members of the inspectorate, advisory and support services.

General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

The Site Maintenance Assistant is responsible to the Estates Manager for ensuring that the School buildings and facilities are maintained in a serviceable, safe and visually attractive manner. The main responsibilities include but are not limited to:

1. To ensure that the fabric of the School and the grounds are at all times serviceable, safe and visually attractive. The term "fabric" is taken to include all buildings, roads, paths, grounds, facilities and equipment on site.
2. To carry out first line repair and maintenance to the fabric of the School, especially those affecting the Health and Safety of staff, children and visitors as instructed by the Estates Manager.
3. To carry out modifications and alterations to the fabric of the School as agreed with the Estates Manager and within the technical and physical capabilities of other staff & contractors.

4. To maintain the Workshop in a safe and tidy manner.
5. To ensure safe working practices.
6. When required, to carry out routine safety and mechanical checks (oil, water, tyres etc) of the School minibuses and to make arrangements for servicing and repair as agreed with the Estates Manager.
7. To provide appropriate oversight of the work of other members of Staff occasionally tasked with minor maintenance activities
8. To assist in carrying out weekly tests of the School's fire alarm system at a time to be agreed with the Estates Manager.
9. On occasion, to drive a minibus owned by the School for short, local journeys. Requires license to drive category D1 vehicle. (Training can be provided.)
10. To undertake painting and decoration in line with the plans as drawn up by the Estates Manager.
11. To attend as requested with reasonable notice, off site and or residential courses and training specific to this role.
12. To take personal responsibility for ensuring all appropriate training and qualifications are current in line with work legislation. To bring the need for renewal to the attention of the Estates Manager in a timely manner.
13. Following appropriate training or qualification already held, carry out appropriate and regular Legionella testing as agreed with the Estates Manager.
14. Following appropriate training, and when required, carry out daily testing of samples from the School swimming pool and record the data accordingly. Report any adverse readings to the Estates Manager immediately.
15. To clean and vacuum the swimming pool and pool side and ensure that other maintenance in the pool and pool area is completed to ensure compliance with health and safety standards.
16. To assist the monitoring of the chemicals required to maintain the safe operation of the swimming pool. Order and replenish stocks as appropriate.
17. To carry out safety checks on equipment as requested (eg ladders, tools etc), to ensure safe use for others.
18. Draw up task and machinery specific risk assessments
19. To provide cover for the maintenance and safety of the school during periods of absence by the Estates Manager
20. To assist with the requirements of the school to provide and set up facilities for events throughout the school annual calendar. On occasion this may be out of normal school hours.

21. To assist in maintaining the presentation of the School Grounds, including general gardening as required.
22. To support other departments with their maintenance and safety requirements
23. To work occasional weekends and out-of –hours if required, but with prior notice.
24. To unlock the School in the mornings (Monday – Friday)
25. To carry out any other reasonable request that may, from time to time, be made by the Estates Manager or Senior Management of the School.