

Maintenance and Grounds Assistant Position Description

REPORTS TO: Business and Operations Manager

PRIMARY OBJECTIVES:

- To support the Custodian ensuring the overall presentation of the school is maintained to the highest possible standard
- Assist with making repairs to school property
- Provide a support service to other staff
- To maintain the Woodford House gardens, grounds and surrounds in a park-like condition

WORKING RELATIONSHIPS: Internally: Custodian, Director(s) of Boarding, Groundsman, Principal, Senior Leadership Team, Boarding staff, Teaching staff, Sports staff
Externally: Trade Contractors, suppliers, security.

KEY KNOWLEDGE, EXPERIENCE AND SKILLS:

- Certification and or experience in the building trade would be an advantage
- An enjoyment of gardening, including tree and hedge grooming
- Ability to work unsupervised, manage priorities and projects whilst meeting deadlines and working within budgets
- An enjoyment of hands on, sometimes physical, work in indoor and outdoor settings
- Self-motivated with an emphasis on perfection
- Ability to communicate with a wide range of personalities
- Commitment and focus on continuous improvement
- Ability to work in a dynamic school environment supporting the needs of young people

A satisfactory Police Vet, being fully vaccinated against Covid-19 and acceptance of the School's Code of Conduct are mandatory requirements for employment.

HOURS: 20-25 hours per week between 7.30am – 4.00pm Monday to Friday.

Approximately 75% the time will be spent on property, building and equipment maintenance, and 25% of the time on gardens and grounds.

KEY TASKS	EXPECTED OUTCOMES
1. Routine maintenance and provisioning for all property and occupancy needs	<ul style="list-style-type: none"> School buildings always functional and presented to a high standard
2. Health & Safety	<ul style="list-style-type: none"> Hazards are identified and anticipated, eliminated, minimised or isolated with appropriate urgency.
3. Maintenance requests	<ul style="list-style-type: none"> Prompt identification of the problem, cost-effective solutions determined in consultation with the Custodian, jobs prioritised, affected parties informed of planned actions and time frames
4. Preventative maintenance	<ul style="list-style-type: none"> Proactive identification of property requiring preventative maintenance Cost-effective, timely, maintenance in order to minimise break-downs, downtime and optimise the expected life of the property
5. Property statutory compliance requirements	<ul style="list-style-type: none"> Support the Custodian with on-going monitoring to ensure that the school always meets statutory requirements in respect of fire safety, safety barriers, signs, means of escape.
6. Pest Control	<ul style="list-style-type: none"> Maintenance of a regular spray programme so that pest populations are destroyed. Assist with trapping rodents
7. Work with trade contractors to ensure repair jobs run smoothly	<ul style="list-style-type: none"> Security, safety and privacy of students and staff is maintained
8. Construction of classroom aids e.g. shelving, cabinets, props for drama productions etc	<ul style="list-style-type: none"> Functional and cost-effective in response to realistic and justifiable requests, provided such can be accommodated within given budgets
9. Relocate furniture and equipment as required	<ul style="list-style-type: none"> Staff requests are met within given time frames, engaging the assistance of the Groundsman if necessary
10. One-off development projects of a carpentry/construction nature	<ul style="list-style-type: none"> Each project, including scope, cost and timing, agreed with the Business and Operations Manager
11. Van maintenance and presentation	<ul style="list-style-type: none"> Assist with cleaning of vehicles
12. Maintain liaison with security company(s)	<ul style="list-style-type: none"> Vigilance is always at the highest possible level
13. Work with the Custodian, and Grazier to monitor the presence of livestock	<ul style="list-style-type: none"> Stock are contained at all times Grazing land is always presented to a high rural standard

14. Maintenance and development of gardens	<ul style="list-style-type: none"> • Work with the ground staff so all gardens are maintained in a tidy, cultivated state of presentation. • New gardens are developed and existing gardens converted to low maintenance gardens, as agreed.
15. Grass mowing	<ul style="list-style-type: none"> • In collaboration with the Ground staff, ensure all grass which is not mowed by the mowing contractor is kept regularly mown to an agreed height and clippings are disposed of at the time of mowing.
16. Assist Grounds staff with keeping the school tidy, presentable and safe	<ul style="list-style-type: none"> • This includes assisting with maintaining (blowing) the driveway, surfaces being kept free of weeds and moss, maintaining the pool, trees are pruned as required, buildings are kept free of cobwebs, creepers and marks
17. Such other duties or tasks as the employer may reasonably from time to time require the employee to undertake	<ul style="list-style-type: none"> • Positive response to requests from the employer