



Gordon's School

Maintenance Assistant – Job description

Reports to: Maintenance Co-ordinator
Hours: 8.30am – 4.30pm Monday to Friday

Main Purpose of the Job

To complete maintenance tasks as directed by the Maintenance Co-ordinator or as requested via the online ticket system.

Duties and Responsibilities

- All aspects of carpentry and general maintenance around the school site
- Completion of other maintenance tasks as directed by the Maintenance Co-ordinator
- Provide assistance to other members of the maintenance team as required or directed
- Reporting of any defects or damage discovered during the course of your work
- The safe keeping and maintenance of school tools and equipment issued to you for the execution of your duties
- Ordering of materials as required via the Maintenance Co-ordinator
- Ensure a suitable level of quality and workmanship is maintained
- Support the Facilities Team with the preparation of school events, including Parades, with duties including setting up and removing chairs and car parking

Special Factors

- Maintain a professional and smart image including the wearing of the provided uniform and the correct PPE where required.
- May be required to be on the on-call rota and respond to emergency calls outside normal working hours.
- May occasionally be asked to work outside normal working hours, including weekends, to assist with school events.

Person Specification

Qualifications / Experience

- Demonstrable experience in a range of maintenance skills including carpentry
- A relevant qualification e.g. City and Guilds, NVQ is desirable

Personal Skills

- An ability to prioritise tasks.
- Flexibility to deal with the many and varied requests made on a daily basis.
- A proactive approach especially when spotting and reporting defects and damage around the school.
- An ability to work as a member of a team and as an individual.
- Communication skills to liaise effectively between the different stakeholders

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.