



THE DOWNS
PREPARATORY SCHOOL
BRISTOL

Job Description – Maintenance Person

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.

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| Summary of the role: | The Maintenance Person plays a vital role in the presentation of The Downs School. First impressions are very important when welcoming visitors, prospective and current parents. The School's Grade II listed buildings and newer classrooms require significant upkeep and should be in prime condition at all times. |
| Responsible to: | Estates and Facilities Manager (EFM) |
| Organisation | Timely maintenance of all areas of the school in accordance with the School Maintenance Plan |
| Building Maintenance | <p>The Maintenance Person should be able and willing to complete the following:</p> <ul style="list-style-type: none"> • Basic plumbing and electrical work • Basic painting and decorating work • General building maintenance • Spot defects and malfunctions and repair faults (within regulations) • Identify asbestos • Move and lift heavy loads, subject to Health & Safety regulations • Clear guttering / wash down non-accessible roof areas • Sweep courtyards and empty bins • Lay fires • Maintain lighting • Maintain correct time on clocks • Basic plastering • Weekly walk tests for fire alarms • Making scenery for school productions • Ad hoc and or planned driving • Erecting fences • Making safe wooden structures • Moving resources and furniture around site • Setting up marquees and other items for events • Checking and monitor water and electric meters • Undertaking swimming Pool maintenance (training provided) • Securing buildings |
| | <ul style="list-style-type: none"> • Help to monitor the condition of tools and equipment to maximise their |

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| Managing Resources | <p>effectiveness and lifespan</p> <ul style="list-style-type: none"> Using the workshop in a way that ensures that the space and resources are employed effectively |
| Team Working | <ul style="list-style-type: none"> Supporting colleagues across the team in order to ensure that all departmental work is completed in order of priority Attending regular team meetings Attending training events identified through the appraisal process |
| Health & Safety | <ul style="list-style-type: none"> Comply with the School's policies with regard to Health & Safety, e.g. use of personal protective equipment Take immediate action to minimise risks or concerns identified about the School's Estate, reporting the risk or concern immediately to the EFM or Bursar Manage the safe storage of substances hazardous to health in accordance with the School's control policies |
| Customer Service | <ul style="list-style-type: none"> Be alert to the School routine and calendar to ensure that works are prioritised in line with events taking place Support the teaching staff in projects with pupils |

Person Specification

| | Essential | Desirable | Measured by |
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| Qualifications | <p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> Full driving licence | <p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> Recognised qualification in building maintenance First Aid qualification Health & Safety qualification A trade i.e. heating engineer/plumber etc. | <p><i>Applicant's certificates</i></p> |
| Experience | <p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> Minimum of 3 years' proven experience building maintenance | <p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> <ul style="list-style-type: none"> Minimum of 3 years working in a trade | <p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p> |
| Skills | <p><i>The skills required by the Applicant to perform effectively in</i></p> | <p><i>The skills that would enable the Applicant to perform effectively</i></p> | <p><i>Content of</i></p> |

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| | <p><i>the role.</i></p> <ul style="list-style-type: none"> • Ability to carry out jobs listed in job description • Ability to work to deadlines and to reprioritise when necessary | <p><i>in the role.</i></p> | <p><i>Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p> |
| <p>Knowledge</p> | <p><i>The knowledge required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of managing maintenance issues found within a working building • Knowledge and understanding of customer care | <p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge and understanding of Health & Safety legislation and the implementation of effective risk assessment | <p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p> |
| <p>Personal competencies and qualities</p> | <p><i>The personal qualities that the Applicant requires to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Flexibility – a willingness to work outside normal hours when necessary and across the team as requested. • Reliability • High personal standards of appearance, behaviour and punctuality | <p><i>The personal qualities that would assist the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Willingness to reflect on personal practice and a desire to continually increase the standards of the schools buildings | <p><i>Content of Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p> |