

ESTATES & FACILITIES GENERAL ASSISTANT (MAINTENANCE)



Actual Salary range £25,597 - £28,133 plus £1,000 retention bonus**

Based on 40 hours per week over 52 weeks

8.00am – 4.30pm Monday-Friday. 25 days holiday plus statutory holidays paid

St Joseph's Specialist Trust is seeking a flexible, committed all-round General Assistant (Maintenance) to join our Estates and Facilities team, ensuring that our 23 acre site and buildings are safe and well maintained. The role includes responding to calls for emergency repairs, general maintenance throughout the site as well as daily and periodic maintenance of facilities. You should have the experience and skills to be able to work independently and also in a team.

Hours are **40 each week, 8.00am to 4.30pm Monday to Friday** with a half hour unpaid break each day. Some flexibility is desirable to deal with on-site requirements needing to be completed in specified timescales around the workings of the education and care teams or specific projects. Appropriate safety gear will be provided and CPD courses will be available to upskill areas of knowledge requiring development or expansion. Own transport is desirable due to our semi-rural location on the edge of Cranleigh, Surrey.

The role includes:

- Carrying out a range of maintenance tasks, internal and external, to ensure the repair and upkeep of our buildings.
- Responding to, and assisting with, reactive maintenance requests requiring urgent attention as well as daily maintenance, safety and compliance checks including fire alarms and lighting.
- Assisting with a range of plant maintenance (mechanical & electrical) tasks, including heating and water systems.
- Carrying out repairs to fixtures, fittings and decorating, basic plumbing and dealing with blockages.
- Assisting in maintaining and checking the outdoor swimming pool.
- Assisting in ordering materials and control of storage areas.
- Assisting in the safety and security of our site and buildings.
- Dealing with contractors working on site in accordance with procedures.

We are a registered charitable trust comprising a special school, college, children's home and adult supported living function. Our students are age 5-19 with severe and complex social communication and learning disabilities and challenging behaviour. **Physical and mental resilience are essential qualities for all our staff.**

Why St Joseph's?

- **£1,000 Retention bonus - £250 after 1 month, £250 after 1 year, £500 after 18 months at Trust
- Ample free car parking on site
- Have consistent 1:1 line manager support and annual performance related pay progression
- Life Assurance and Medical Cashplan
- Be provided with an Employee Assistance Programme (confidential, professional wellbeing and counselling 24/7 service for yourself and your family)
- Gain Mental Health and Wellbeing support through a team of on-site qualified Adult Mental Health First Aiders
- Access induction and role appropriate CPD training

If you are recruited, you will be required to attend the Induction Week, including Team Teach positive behaviour support training (refreshed every year) and Safeguarding training (which must be completed before starting in the role).

How to apply

Application forms can be submitted to the Recruitment email address or an online version is available via the Vacancies page of our website <https://st-josephscranleigh.surrey.sch.uk/work-for-us/vacancy-application-form/> CVs can be submitted for initial consideration but shortlisting for interview is always based on a **fully completed application form**. For this and other details including a job profile and person specification, please visit us at [Staff Vacancies - St Joseph's Specialist Trust](#) . If you have any queries, please call our recruitment team on 01483 272449 or email us at recruitment@st-josephscranleigh.surrey.sch.uk.

However, we reserve the right to interview suitable candidates as received, which may therefore result in the post being filled and the advert taken down at any time. Please note that we do not sponsor candidates to relocate from overseas.

St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people. This position requires an enhanced DBS disclosure and take up of references