

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Estates & Facilities General Assistant (Maintenance)

Name:

Date:

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living function (together "St Joseph's"/ the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title: Estates & Facilities General Assistant (Maintenance)

Job Purpose: The General Assistant (Maintenance) works as part of the multifunctional Estates & Facilities Team, looking after our site and buildings, ensuring that they are safe, clean, well maintained, and operate in the most efficient and effective way.

Accountable to: Maintenance Manager
(for management)

- Due to the nature of our environment and the challenges posed by our students, physical and mental resilience is required.
- The role requires the driving of company vehicles (subject to holding appropriate licence).
- Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.

Main Responsibilities

1. The General Assistant (Maintenance) will undertake a range of practical maintenance tasks to ensure that our site and buildings are safe, well maintained, fit for purpose and operate in the most efficient and effective way.
2. Daily and periodic general maintenance tasks as directed and in accordance with schedules.
3. Respond to reactive maintenance requests that require urgent attention as well as more routine requests.
4. Assist with daily and periodic maintenance, safety and compliance checks in accordance with schedules, to include weekly fire alarm testing and periodic emergency lighting checks.
5. Carry out a range of maintenance tasks, internal and external, to ensure the repair, and continued upkeep of our buildings.
6. Assist with a range of plant maintenance (Mechanical & Electrical) tasks, to include ensuring that our heating and water systems are working daily, and fault finding and basic maintenance whenever needed.
7. Carry out repairs to fixtures and fittings and decorating.
8. Carry out a range of handyman/caretaking practical tasks.
9. Carry out basic plumbing and dealing with blockages.
10. Assist other team members in carrying out maintenance and caretaking tasks.
11. Assist in moving furniture and equipment.
12. Assist in maintaining and checking the outdoor swimming pool.
13. Assist in a range of small works and projects.
14. Assist in ordering materials and control of storage areas.
15. Assist in the safety and security of our site and buildings.

16. Assist in grounds maintenance and cleaning tasks as directed.
17. Ensure safe working practices and site health and safety.
18. Respond to emergency situations and deal with fire alarm activations etc.
19. Deal with contractors working on site in accordance with procedures.
20. Other estates and facilities related practical tasks.

This job profile is drawn up in the light of the following statement:

'The role of Estates & Facilities General Assistant (Maintenance) is much valued within St Joseph's Specialist Trust'

"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".

Signature:

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**Estates & Facilities General
Assistant (Maintenance)**

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Executive Principal

Date:

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