



# St James' Senior School

## Job Description and Person Specification

### Maintenance/ Painter/ Decorator

#### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p><b>Post title:</b></p> <p><b>Hours of work:</b></p> <p><b>Remuneration:</b></p> <p><b>Responsible to:</b></p> <p><b>Start Date :</b></p>	<p>Maintenance/ Painter/ Decorator</p> <p>Fully Flexible - Zero Hours Contract</p> <p>NMW</p> <p>Head Teacher</p> <p>Immediate Start Available</p>
<p><b>Main Purpose of the Role</b></p>	<ul style="list-style-type: none"> <li>• Maintenance, painting and decorating, Health and Safety and any ad hoc basis aspects of the school is compliant and actioned.</li> </ul>
<p><b>Main Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Maintaining, painting, decorating, gardening, general housekeeping and performing landscape duties or supervising others in these roles</li> <li>• Inspecting the building, including heating, cooling, lighting and alarm systems to make sure they are in good working order</li> <li>• Performing basic repairs and maintenance tasks as directed by Head</li> <li>• Monitoring cleaning materials, tools, and furniture and advising the Head when reordering as required</li> <li>• Assisting with out of hours / holiday bookings for any buildings or rooms available for hire</li> <li>• Assisting with the locking up procedures each day for all doors and windows when not in operation</li> <li>• Adhering to the company's safety policies to create a safe working environment for everyone</li> <li>• Part of this role will involve safeguarding responsibilities including the reporting of any safeguarding concerns to the Designated Safeguarding Team</li> <li>• liaise with external companies to ensure all compliance standards are met</li> <li>• Working under the direction of the Head.</li> <li>• Manage the maintenance team and their duties</li> </ul>
<p><b>Professional Standards &amp; Development</b></p>	<p>All members of staff are expected to show evidence of a continuing interest in professional and personal development and to consider the needs of the school and its development plans when planning Continuing Professional Development.</p>

The School supports staff with a wide range of internal and external inset opportunities, including internally delivered teaching and learning sessions.

## Person Specification

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.

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Any Health &amp; Safety related</li> </ul>	<ul style="list-style-type: none"> <li>D1 driving licence</li> </ul>	Production of the Applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Working with confidential information.</li> <li>Driving experience</li> <li>DIY skills and in depth understanding of maintenance procedures</li> <li>Problem solving skills for giving instructions to contractors and support crew</li> </ul>	<ul style="list-style-type: none"> <li>Has worked within a school environment.</li> </ul>	CV Interview Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills</li> <li>Excellent written and verbal communicator</li> <li>Build successful and appropriate relationships with pupils, staff, parents, and the wider community</li> <li>The ability to work unsupervised and to prioritise work during peaks of commitment</li> <li>Organising, multitasking, and scheduling skills</li> <li>Customer service skills for positive dealing with a variety of stakeholders</li> <li>Research and networking skills for sourcing the best external contractors</li> <li>First aid for helping contractors or members of the community requiring basic medical care</li> </ul>		CV Interview Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Knowledge of effective maintenance and Health and Safety processes and systems.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Health and Safety requirements.</li> <li>Understanding of the importance and implementation of safeguarding procedures.</li> </ul>	Contents of the Application Form Interview Professional references
	<ul style="list-style-type: none"> <li>Professional and efficient.</li> <li>Honest and reliable.</li> </ul>		

<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"><li>• Hard working.</li><li>• Motivational and inspirational.</li><li>• Confidence, commitment, and integrity.</li></ul>		
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