



## Job Description for Maintenance Person

- Job title:** Maintenance Person
- Main Function:** To assist with day to day maintenance of the College and include general caretaking duties.
- Responsible to:** Facilities Manager and General Manager

The hours of work are from 7.00am to 4.00pm or from 10.00am to 7.00pm, Monday to Friday and all year round. Due to some out of hours functions, there may be a need for additional work outside of these hours. Exact hours during the holiday time may vary and would be discussed at interview.

The College offers 4 weeks paid holiday to be taken during the school holidays plus statutory holidays. Lunch is provided for no charge during term time.

After three months' work you will automatically be enrolled into the College pension Scheme (the College will pay a 5% contribution provided you pay at least 3%).

The salary for the position will be up to £35,100 per annum, depending on experience

### Purpose of Job

We require immediately a hard-working, honest, self-motivated multi skilled maintenance person. Your role will be to skilfully perform maintenance and repairs and to ensure that all students, staff, and the community are provided a safe, clean, and healthy environment for learning and work.

### General Duties and Responsibilities

- Perform general maintenance and repairs including: doors, ironmongery, windows, toilet seats and flushes, furniture, painting and decorating;
- Ensuring that external rubbish is stored appropriately, preparing the general waste and recycling bins for pick-up;
- Cleaning and tidying of the College as required;
- General portorage duties and moving of furniture;
- Preparation for functions as required;
- Noting, monitoring and reporting any defects in the school buildings, furniture, fittings and equipment to the Facilities Manager and dealing with as appropriately if it is possible;
- Assist with the monitoring and overseeing of contractors working on site in conjunction with the Facilities and General Managers;
- Assist with all preparation works and tidying up for school events;
- Make recommendations for improvement in the effectiveness and efficiency of the maintenance department and the College;
- Have a positive attitude and an effective work ethic.

Shoreham College, St Julian's Lane, Shoreham-by-Sea, West Sussex, BN43 6YW

Tel: 01273 592681 | [info@shorehamcollege.co.uk](mailto:info@shorehamcollege.co.uk) | [www.shorehamcollege.co.uk](http://www.shorehamcollege.co.uk)



- Upkeep and working knowledge of the site to ensure the College is maintained to a high standard;
- Drive a minibus as required. It is essential that a suitable applicant has D1 on their licence to be able to drive such vehicles;
- Any other work requested by, and deemed appropriate by the Facilities Manager.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The post holder may be required to undertake duties that are broadly in line with the above responsibilities.

Work in the holiday time is more extensive and is a time when larger projects are undertaken.

### **Qualifications**

- Construction or Building certification or demonstrated experience;
- Relevant Health and Safety Certificates;
- D1 category on their driving licence;
- Other qualifications which may be relevant to the post

### **We would expect the Maintenance Person:**

- To have professionalism;
- To be punctual with good time management skills;
- To have very high standards;
- To have the ability to work as part of a team to get the work completed and uphold high standards;
- To have the ability to understand instructions;
- To follow Health and Safety regulations;
- To have the ability to get the job done with a can-do attitude;
- To be polite and friendly to all staff, pupils and parents;
- To be fully aware of health and safety procedures;
- To be physically fit;
- To have practical skills;
- To have honesty and integrity;
- To have a suitable first aid qualification - the College will provide suitable training if this is not already obtained.

This job description covers the main, current duties and responsibilities of the job. It is subject to review and amendment as required by the College.

### **Further Details**

The Application forms is available from the College website - [www.shorehamcollege.co.uk](http://www.shorehamcollege.co.uk)

Applications must be made using the College's Application Form, Equal Opportunities Form along with a covering letter of application, including full contact details of two referees. CVs will not be accepted without a completed application form.

Any queries regarding the application process should be directed to the HR Officer

Shoreham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and sign a self-disclosure form.

### Interviews

References will be requested for shortlisted candidates and prior to interview. Only those shortlisted for interview will be contacted.

Due to the need to appoint quickly we reserve the right to interview and appoint at any stage of the process.

