**JOB DESCRIPTION**

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| **Job Title:** | Maintenance Operator Handyman, Painter/Decorator | **Department:** | Estates |
| **Hours of Work:** | 8:00 – 16:30 Monday to Friday, 52 weeks per year | | |
| **Responsible To:** | Estates Manager and the Supervisor | **Responsible For:** | N/A |

**Summary of Role:**

The Maintenance Operator Handyman, Painter/Decorator will be responsible for all painting and decorating work across the school as well as general maintenance work as and when required by the Estate Manager/ Supervisor

**Specific Responsibilities:**

1. To undertake painting and decorating as requested.
2. Dealing with minor emergency plumbing tasks.
3. Assist with clearing blocked toilets and drains.
4. Carry out guttering repairs.
5. Undertake general repairs across the school as requested.
6. To undertake service desk repairs including:

* Carpentry, repair and maintenance of doors.
* Fixtures and fittings.
* Furniture repairs.

1. Be willing to undertake all and any other maintenance duties within the post holders skill-set and with appropriate supervision when necessary, as and when requested by the Estates Manager or Supervisor.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Relevant qualification in a maintenance related field or equivalent experience. * Excellent workmanship skills producing work to a high standard with attention to detail. * Excellent painting and decorating skills. * Basic plastering skills. * Basic knowledge of plumbing, carpentry and electrical. * Strong awareness of Health and Safety. * Awareness of asbestos. * Be practical and resourceful and be able to take the initiative as necessary. * Fluent and accurate written and spoken English. * Basic IT skills. | * Experience of working in a School. |
| **Personal Behaviours** |  |
| * Team player and willing to assist across all aspects of maintenance as and when required. * Ability to organise and prioritise workload. * Have good interpersonal skills and the capability to mix easily with and maintain harmonious relations with all members of staff. * Capable of working without supervision with energy and enthusiasm. * Contribute to the maintenance of a positive and supportive work culture. * Be self-motivated, enthusiastic and committed to supporting the School. | * Willing to be trained and developed in all aspects of maintenance. |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |