



Job Title: Maintenance Assistant

Reports to: Head of Maintenance and the Bursar

Context: St. Michael's Preparatory School is an independent education for boys and girls between the ages of 3 and 14. The School has an excellent reputation on the island of Jersey for academic success and pastoral care.

The principal duties of the Maintenance Assistant is to provide support to the Head of Maintenance in a very busy environment. The standard working hours will be 07.00 - 15.30 Monday to Friday. There will be occasional extra hours to be agreed in advance either paid or given as time in lieu. This is a full time position, with 5 weeks paid holiday per year.

Summary of the role

- To provide assistance to maintain the school estate including school buildings, playing fields, Astro and other facilities as required.
- To liaise directly with the Head of Maintenance, to provide the School with a quality service within agreed parameters.

Key duties are as follows:

- Maintaining a variety of sports facilities to a high standard.
- Working with and maintaining various types of machinery and equipment, including tractor operating.
- Unlocking and locking of grounds and buildings each day including unlocking external doors, checking areas are safe and reporting damages to the Head of Maintenance, Bursar or Head.

Tasks will also include:

1. Maintaining the school minibuses as required. Report any damages/concerns to the Head of Maintenance.
2. Occasional driving the school minibuses to various locations on Island (school trips and visits).
3. Carry out routine maintenance of school premises as required, including repairs, painting/decorating, construction.
4. Assist the Head of Maintenance to report and remedy any Health and Safety issues.
5. Clear/clean drains, gutters, walls, grounds (including weed/moss control with a knapsack sprayer) appropriately and in accordance with current Health and Safety practises, including COSHH regulations, Working at Height and Manual Handling, use and maintenance of appropriate equipment and PPE.
6. Use maintenance tools, equipment and personal protective equipment (PPE) required for the position appropriately and in accordance with Health and Safety regulations.
7. To carry out general porter duties including delivering parcels, moving furniture, office supplies and equipment and preparing rooms for meetings, drama/musical productions and other school events.
8. Carrying out any other reasonable duties as instructed by the Head of Maintenance, the Bursar or the Head.

Note: This Job Description covers the main duties and responsibilities of the job. The appointee may from time to time undertake other activities commensurate with this Job Description. **Full training will be provided where required.**



PERSON SPECIFICATION

Skills and Abilities

- Willingness to be part of a hard working team.
- Be physically fit and willing to work in an outside environment in all weather conditions.
- An understanding of the role.
- Demonstrate enthusiasm, reliability, initiative and flexibility.
- Ability to build positive working relationships.
- A good communicator.
- Able to work under pressure at busy times and to prioritise work effectively.
- Be accurate and take pride in their work.
- Be interested in and willing to become involved in the life of a busy prep school.
- A clean driving licence is essential.
- Category D1 (minibus) would be an advantage, although full training will be provided.

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application

Please email recruitment@stmichaels.je for an application form or download from the school website. Candidates are also required to submit a CV with their completed application form. This should be completed by noon on **Friday, 19th April 2024** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to recruitment@stmichaels.je

Shortlisted candidates will be contacted by telephone by **Monday, 22nd April**.

Interviews will be held on **Thursday, 25th April from 08:30** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed.

It is hoped that the successful candidate will begin work as soon as possible.