



Sunninghill
PREP SCHOOL DORCHESTER

JOB DESCRIPTION

Section 1: General Information

Position Title	General maintenance person	Section/Department	Support
Reports To	Bursar	Date of Review	January 2024
Location/Site	Sunninghill School, Dorchester	Employment Status	Full time

Section 2: Job Description

Position Purpose	<p>To carry out skilled DIY & general maintenance work involved in all aspects of onsite building maintenance, both internal and external.</p> <ul style="list-style-type: none">• The role includes general building, DIY and maintenance including basic carpentry, plumbing, replacement of tiling and flooring.• Regular checks and assessments of both private and public areas, liaising with Line Manager, performing jobs as and when they are required.• To carry out the early morning bus route to bring children into school.
Key Responsibilities	<ul style="list-style-type: none">• installation inspections, diagnosing faults, testing, replacement, repair and maintenance of building fixtures and fittings• general plumbing including washers, taps, unblocking toilets, unblocking stacks, installing new sinks, urinals and toilets, pipework (copper or PVC)• Plastering• general tiling – floors and walls• flooring work, such as carpet tiles• basic electrical maintenance• identify hazards, defects and the need for adjustment or repair; to ensure compliance with agreed codes, law, working practices and health and safety

	<ul style="list-style-type: none"> liaising with Line Manager and performing jobs as and when they are required carry out planned tasks in accordance with requirements carry out tasks within specified time limits ensure compliance to applicable codes, legislation and procedures including health and safety maintain accurate records/documentation associated with your work and report to line manager upon completion meet your targets and contribute to those of the team as a whole contribute towards the efficient running of the team adhere to all organisation policies and procedures
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> City & guilds or equivalent in trades hold or willing to undertake certification in Health and Safety, Safeguarding, Management of Fire, Risk and Water based management systems 	<ul style="list-style-type: none"> PSV driving licence (a bonus will be given for undertaking this training)
Experience	<ul style="list-style-type: none"> Experience in a similar role. 	<ul style="list-style-type: none">
Knowledge	<ul style="list-style-type: none"> requisite knowledge of the tools, equipment, and materials common to the environment to demonstrate knowledge of codes, standards, and regulations applicable to this role 	<ul style="list-style-type: none">
Skills and Abilities	<ul style="list-style-type: none"> Building and maintenance including assessment, installation, repair, and maintenance of buildings the ability to work alone when required excellent attention to detail demonstrable time management and project management skills 	<ul style="list-style-type: none">

Work-related Personal Qualities/Behaviors	<ul style="list-style-type: none"> • Be an effective team player that works collaboratively and effectively with others • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children • Confidence, warmth, sensitivity, reliability and enthusiasm • to be honest, friendly, and approachable
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • safeguarding and child protection • equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name:

(Please print)

Employee Signature: _____ Date: _____

Line Manager Name:

(Please print)

Line Manager Signature: _____ Date: _____