



## **BEDSTONE COLLEGE**

### **JOB DESCRIPTION – MAINTENANCE PERSON**

**Responsible to:** The Maintenance Manager

**DUTIES AND RESPONSIBILITIES INCLUDE:**

- Undertaking new work projects, alterations and improvements within the skills available.
- Moving furniture as required for school routine events, functions and lettings. Preparing rooms for teaching, activities, meetings and lettings.
- Clearing all drains, gullies and low level gutters and ensuring that they are free and flowing clean.
- Assisting as necessary in the clearing and maintenance of all footways.
- Painting & decorating
- Collection of rubbish from buildings
- Security of buildings
- Assisting with heavy lifting and similar tasks.
- Assisting as necessary in checking and maintaining all fire safety equipment. Carrying out fire alarm and emergency light tests and monitoring fire drills.
- Collection of materials from suppliers
- Accompanying contractors and other workpersons having business on the premises.
- Maintenance of the college grounds using mowers, strimmer, blower, etc.
- Undertaking routine maintenance and the repairing of furniture, fixtures and fittings.
- Being familiar with the health and safety policies and maintenance manuals relating to the buildings.

- Operation of the swimming pool pump house (full training will be given)
- Planning & erection of the cross country course
- Assistance at all college “special events” including speech day.
- Carrying out other reasonable duties within the responsibilities of the post and capabilities and training.