



## MAINTENANCE PERSON/TRADES ASSISTANT

### Job Description

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A Maintenance Person/Trades Assistant is part of the maintenance team responsible for maintaining the College buildings and facilities to a high standard.

**Reports to:** Maintenance Supervisor

#### MAIN TASKS

**1. Perform routine and unplanned maintenance as required**

- Maintain College buildings by undertaking general maintenance tasks across the school campuses and off site facilities
- Perform scheduled maintenance, where required
- Assist College Trades staff when required
- Deliver and collect maintenance materials from suppliers
- Undertake function set ups as required
- Participate in all maintenance and improvement work as required.

**2. Ensure safe work practices are followed**

- Ensure that safe working standards are maintained
- Provide a safe working environment for College staff
- Contribute to the establishment and updating of maintenance department policies and procedures
- Identify training and development opportunities and undertake professional development as required.

**3. Work as part of a cohesive team**

- Observe appropriate standards of behaviour
- Motivate and encourage other Services staff
- Communicate effectively with colleagues and other staff within the Scotch community
- Identify cost efficiencies and process improvement opportunities in their own area
- Contribute to the aims and objectives of the School
- Participate as a member of the Facilities Maintenance and Services team.

#### Skills and Abilities Required:

- A level of proficiency in a range of maintenance activities
- Previous experience in a school environment would be beneficial
- Trade qualifications are not a pre-requisite, however some exposure to plumbing, carpentry or a related trade would be seen as advantageous
- Strong communication skills to liaise with teaching staff and parent groups
- A current Class A Driver's Licence is essential
- A HR Licence would be advantageous
- Be physically fit as some heavy lifting will be required
- Ability to work autonomously or as part of a team
- Ability and willingness to be an effective member of the Facilities Maintenance department and provide excellent support to the Maintenance Supervisor
- A good command of the English language
- Computer literacy in a range of disciplines is desirable
- Must be able to pass a National Police check and Working With Children clearance before commencement of employment.

The College is an equal opportunity employer and invites applications from both male and female applicants.