

Job Title Maintenance Assistant

Reports to Deputy Maintenance Manager

Job Purpose

Our Maintenance Assistants have an important role to play in ensuring that our boarding houses are functional, welcoming and comfortable spaces for the pupils. The work that you do in this role directly contributes to the boys' experience of living in Eton, away from home.

In this role you are responsible for carrying out planned and reactive routine maintenance for approximately 5 boarding houses, keeping records of works undertaken, logging and reporting faults, making assessments of work that needs to be carried out in the future, undertaking periodic health and safety checks and risk assessments, and providing general support to the houses, for example moving furniture and helping with the preparation for the start and end of the Halves. From time to time you may be required to assist the Buildings Department carrying out work across the College in other buildings.

Key Tasks and Responsibilities

- Undertake maintenance and routine repairs within the boarding houses (including in boys' rooms, common areas, kitchens, and the private side accommodation), for example:
 - Replacing door and window furniture
 - Easing windows
 - Adjusting doors, springs, locks and handles
 - Fitting door stops
 - Re-hanging curtains, curtain poles and tracks
 - Tightening tables and repairing furniture
 - Bleeding radiators
 - Replacing tap washers
 - Cleaning light fittings and replacing bulbs and diffusers as necessary
 - General painting and decorative repairs
 - Mattress changes
 - Handling and moving laundry bags
 - Cleaning and sweeping of outside areas, i.e. paths and driveways
 - Putting out bins as required
 - Maintenance of the bike sheds
 - Tidying and maintenance of gardens, watering pots and tubs as required
- Regularly walk through the boarding house noting any preventive maintenance required and logging the details with the Deputy Maintenance Manager
- Assisting with the heating and lighting of the premises, including frost protection.
- Reporting any system failures with heating, electric, lighting, water or sewerage to the Deputy Maintenance Manager.
- Making minor repairs to the heating, electric, lighting, water or sewerage systems, where appropriate and after consultation with the Deputy Maintenance Manager.
- Testing fire alarms and emergency lighting systems and ensuring all comply with Health and Safety guidelines, reporting any concerns to the Deputy Maintenance Manager.
- Check and maintain a register of all fire equipment e.g. extinguishers, smoke detectors and heat detectors reporting any concerns to the Deputy Maintenance Manager.

- Assisting with any weather-related hazards which might arise (e.g. flooding, snow-clearing and de-icing)
- Keeping all drains, gullies and low-level gutters clear and free-flowing
- Keeping an inventory of tools and equipment, and ensuring they are kept in good repair and in line with relevant legislation.
- Taking responsibility for jobs assigned via the maintenance sheet from the Deputy Maintenance Manager, ensuring jobs are completed on time and to the appropriate standard, and that work spaces are left clean and in good order.
- Carrying out visual security checks of the premises and checking for evidence of any break-ins or forced entry, informing the Security team and police if necessary.
- Accompanying, by request, outside contractors and other workmen who undertake work within the boarding houses.
- Supporting the houses to set up for events and clear away as necessary which may involve working with other Maintenance Assistants or members of the Buildings team.
- Supporting the set up and close down of the houses at the start and end of the Halves as applicable, including undertaking pre and post-close checks.
- Undertaking maintenance work during the summer period as allocated both in the boarding houses and other areas of the College.
- Undertaking checks required by relevant Health and Safety legislation, such as monthly checks for Legionella.
- Undertake all mandatory training relevant to the post.
- Undertaking any other reasonable duties as requested by the Line Manager.
- Commitment and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

Please note:

- Maintenance Assistants are normally aligned to approximately 5 houses Boarding Houses each however, you may be asked to undertake your role in a different house, or in different areas of the College on either a temporary or permanent basis according to the needs of the College.
- You will be required to support the set up and close down of boarding houses which normally takes 3 three days before the start and after the end of each Half (school term); depending on the dates on which the Halves start and end, some days will fall over a weekend, or on a Bank Holiday. The College will aim to give you as much advance notice as possible of these dates.
- This will be working 42 hours over 6 days and will include weekend working.

Skills and Competencies Required

- Previous maintenance experience is essential
- Demonstrable competence in carrying out general repairs and maintenance tasks
- Able to climb ladders and undertake the physical demands of the role in line with relevant health and safety guidelines
- Prior knowledge of, or the ability to learn about, relevant Health and Safety legislation;
- A full clean UK driving licence
- Flexible and positive approach to work and a 'can do' attitude
- Attention to detail and taking responsibility for your work

- Work as part of a team and support your colleagues
- Ability to work unsupervised and use your own initiative
- Good verbal and written communication skills
- Punctual, polite and well presented;

Potential Career Progression

There are a variety of ways you could grow your career with the College. For example, there is scope to move into a specialist Trades role within the Buildings department, or to specialise in Health and Safety. There is also the opportunity to move into other areas such as Grounds, Security, or a Housekeeper role, depending on individual interests and skills.