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| **Job Title** | Maintenance Assistant |
| **Reports to** | Maintenance Manager |

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| **Job Purpose** |
| This list below covers the main Maintenance Assistant duties that will be required; however, this should not be considered as exhaustive and there may be occasions when you might be asked to carry out other duties or helping with House or other buildings projects. |
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| **Key Tasks and Responsibilities** |
| * Minor repairs in boys’ rooms and House * Loose door handles * Ease windows * Replace door furniture and window furniture * Adjusting door springs * Fitting door stops * Tightening boy’s tables * Re-hang curtains * Testing of fire alarms * Testing of emergency lights * Changing light bulbs and diffusers * Replacing tap washers * Bleeding radiators * Fitting plugs to electrical appliances’ * Painting and Decorating * Replace toilet seats * Sweeping * Maintenance of Bikes and Bike Shed * Commitment to equality, diversity & inclusion * Commitment to safeguarding and promoting the welfare of children |
| **Skills and Competencies Required** |
| To be successful in this role, you will need: |

* Good basic knowledge of general DIY (see note below regarding DIY skills test)
* Ability to follow DIY and cleaning schedules within timescales
* Ability to be flexible and adapt to changing requirements and routines of the House
* To work well as part of a team and to be able to work alone and unsupervised
* Ability to use initiative within the role
* Ability to interact well with young people
* Good interpersonal skills; an ability to act with tact and diplomacy and under pressure, with a willingness and ability to develop working relationships with individuals from a variety of situations and backgrounds
* Punctual, reliable and fit to carry out the physical demands of the role.

***In order to qualify for the title Handyperson, the post holder must have passed the Buildings Department general DIY skills test.***