



JOB DESCRIPTION

JOB TITLE General Maintenance / Grounds Person	GRADE JG3
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This role will involve helping us keep the school buildings, grounds and vehicles safe, tidy and in good working order. We aren't looking for someone to be an expert in everything, just someone dependable, practical and confident in carrying out general maintenance and knowing when a specialist tradesperson is need.

General Duties:

- Basic DIY jobs, such as putting up shelves, noticeboards, hooks and other fixtures.
- Minor repairs to doors, handles, locks, gates, fencing and furniture.
- Touching up paintwork and carrying out small decoration jobs.
- Assembling, moving and repairing furniture and equipment.
- Regularly checking the buildings and grounds for anything damaged, unsafe or requiring attention.
- Changing lightbulbs and carrying out other straightforward tasks where appropriate.
- Grass cutting.

- Keeping the outside areas tidy, including sweeping, clearing leaves and general grounds maintenance.
- Carrying out small repairs and maintenance of fences, gates and outdoor equipment.
- Helping with seasonal jobs, such as preparing the site for winter or tidying outdoor areas during the summer.
- Carrying out routine checks on the school's vehicles, including tyres, lights, oil, screen wash and general condition.
- Keeping vehicles clean and reporting any damage, warning lights or maintenance issues.
- D1 category driving licence preferred, but not essential.
- Willingness to undertake MIDAS training.
- Driving of school minibus / car.
- Operation of grounds maintenance machinery and equipment.

More importantly, we are looking for someone who:

- Is practical and confident carrying out general DIY and maintenance tasks.
- Is reliable and able to manage their own workload.
- Can spot potential maintenance or safety issues and deal with, or report, them.
- Is happy working both indoors and outdoors.
- Is comfortable carrying out basic vehicle checks.
- Is friendly and comfortable working in a school environment.

Previous experience in maintenance, caretaking, facilities, building work, grounds maintenance or a similar practical role would be useful, but isn't essential.