



## **MOORE HOUSE GROUP**

### **JOB DESCRIPTION**

**Job Title:** Property Maintenance Assistant

**Reports to:** Property Maintenance Supervisor

#### **Overall Job Purpose**

Responsible for the completion of a range of repair and maintenance tasks including basic joinery; electrical; plumbing; painting; flooring; outdoor landscaping and general repair works.

#### **Key Responsibilities**

1. Complete general external and internal maintenance work as directed
2. Perform and document routine inspection and maintenance activities
3. Make adjustments and minor repairs to heating, plumbing and electrical systems.
4. Painting and decorating as required.
5. Unblock sinks, traps and waste pipes and adjustment and repair taps.
6. Carry out glazing works including temporary boarding up of broken windows
7. Monitor stock levels of consumable items such as fuel, grit, light bulbs/tubes and arrange to replenish supplies
8. Clean light fittings and test lighting systems weekly, replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices
9. Ensure that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards
10. Arrange to clear blockages, remove foreign matter from sinks, toilets, drains, etc, and clean up spillages as required. Ensure that gullies, drains, etc, are kept free from debris and that the grounds are litter free.
11. Ensure clear and safe pedestrian access to the grounds particularly in adverse weather conditions (eg clearing snow, gritting, etc).
12. Dispose refuse in a safe, hygienic manner ensuring that it is available for collection as required.
13. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers.
14. Keep store and workshop tidy and tools and safety equipment in good order
15. Attend to personnel visiting the site including contractors
16. Comply with the requirements of Health and Safety, other relevant legislation and policies, and carry out weekly fire alarm tests, and assist with evacuation procedures
17. Drive school vehicles as required
18. Carry out any other reasonable duties within the overall function of the job.



**PERSON SPECIFICATION**  
**PROPERTY MAINTENANCE ASSISTANT**

**Professional Competencies**

- Attention to detail
- Ability to multi-task and prioritise
- Sound knowledge of repair and maintenance work
- Understanding of health and safety
- Ability to work independently and act on own initiative
- Ability to follow written and oral instructions

**Personal Competencies**

- Physically fit and able to carry out the requirements of the role
- Reliable
- Ability and willingness to relate and interact with young people
- Willingness to share knowledge and demonstrate skills to young people
- Ability to exercise initiative and good judgement

**Qualifications and Experience**

- Five or more years property maintenance or related experience
- Full, clean driving licence is essential

**References and Police Checks**

- Clearance of relevant police and criminal record check (PVG)
- Satisfactory pre employment checks including references.