

Job Description	Maintenance Assistant
Reports to:	Health, Safety and Premises Manager
Hours:	37.5pw
Pay:	Competitive

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. Our day service is called Lifelong Learning, where we run a number of practical, art and craft activities with which to engage our service users. We operate from several sites within across Nottinghamshire, Derbyshire and South Yorkshire.

Our aim is to provide education and training within a safe, structured environment and in order to do this; we operate from a modern site in Eckington. We have a unique offer at Landmarks with a practical curriculum that aims to transform the lives of our learners.

Our staff are required to work on a range of different sites. Transport between sites is normally provided through naturally occurring operational opportunities however, staff are required to make their own arrangements to/from the different sites and, at the beginning and end of the day, at their own expense.

All our staff must undertake an enhanced DBS check and provide two references. They should be prepared to undertake training and development and adhere to the principles, policies and procedures of Landmarks at all times.

Your responsibilities will include, but are not restricted to:

- Deputise for the Health, Safety and Estates Manager in their absence
- Security of the college's buildings, vehicles and grounds
- Oversight and implementation of college-wide maintenance plan
- General driving duties as directed
- General portage duties including movement of furniture and equipment
- Daily and periodic maintenance of college building, vehicles and grounds as directed by the HSE Manager
- Handyperson duties which may include minor repairs to furniture, fixtures and minor decorating tasks
- Completing minor repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs, sockets, switches, and window glass
- Performing basic plumbing tasks, which includes unclogging drains as well as fixing leaking faucets and toilets
- Performing regular cleaning duties, which includes sweeping, dusting, mopping, and vacuuming
- Maintaining all outdoor areas, which entails mowing, trimming, and edging the lawn as well as shovelling snow and ice as required
- Inspecting control panels and electrical wiring to detect any issues that require immediate attention
- Taking inventory of maintenance supplies and notifying the Supervisor of low or depleted supplies
- Promptly responding to requests for emergency repairs and clean-ups

- Ensuring that all maintenance equipment is in good working order
- Implementation of site improvements where possible
- Include learners in as many practical activities as safe to do so
- Such other duties which may arise from the use of the premises
- Contribute to a working environment which supports equal opportunities, inclusion and anti-discriminatory practices.

All applicants must undertake an enhanced DBS check and provide two satisfactory references. They should be prepared to undertake training and development and adhere to the principles, policies and procedures of Landmarks at all times.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks, please contact the Human Resources department on 01246 433788.

An induction will be arranged soon after your employment begins.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Level 2 maths and English (Or Equivalent) 	<ul style="list-style-type: none"> - Hold relevant maintenance NVQ/City & Guilds or equivalent qualification - A full UK driving license - First Aid
Experience	<ul style="list-style-type: none"> - Experienced in general maintenance procedures - Painting & decorating experience - Experience of working in a similar environment - Knowledge of efficient building methods and materials - Basic joinery, yard maintenance and woodwork 	<ul style="list-style-type: none"> - instructing, mentoring or training - Minibus driving - Trailer / 7.5ton
Technical Skills	<ul style="list-style-type: none"> - Able to work well within a busy and demanding college environment - Strong organisational and time management skills - Maintain good working relationships with fellow employees - Behave appropriately and professionally at all times with learners, parents, peers and staff 	
Personal Qualities	<ul style="list-style-type: none"> - Good interpersonal skills to enable effective communication with colleagues and learners - Able to work well as part of a team - Flexible to deal with changing priorities - Able to use initiative and work independently - Proven job reliability, dedication and attention to detail 	<ul style="list-style-type: none"> - Willingness to work evening and weekends as required