



The
Forest School



The Forest School
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Headteacher
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B.A.(Hons); B.Sc.(Hons)

THE FOREST SCHOOL ACADEMY TRUST

JOB DESCRIPTION

Role	Site, Maintenance & Lettings Assistant	Reports to	Facilities & Site Manager
Purpose	To undertake duties relating to the safety and general maintenance of the school site.		
Dimensions	Main contacts: Students, Staff, Trustees and Contractors	Staff: None	
Accountabilities and main tasks	<ol style="list-style-type: none"> 1. Be a principle key holder at all times including lettings and undertake day to day operational duties for all security activity within the site under the direction of the Facilities & Site Manager, and also, when need be the first contact for emergency services. At all times to be the backup alarm call out contact. 2. To have sole responsibility of opening/locking up the site during contractual hours. 3. Responsibility, with negotiation from the Facilities & Site Manager, for various out of hours work, evenings and weekends as required. 4. Check the cleanliness of the whole school site and ensure the site is to an acceptable standard. 5. Detect and report any building defects, advising the Facilities & Site Manager on any health and safety issues. Undertake any repairs and general maintenance within your level of competence, always adhering to health and safety requirements. 6. To arrange and/or carry out the prompt movement of furniture and equipment within the site. To assist with general portering duties including the prompt distribution of items delivered to the site within health and safety guidelines. 7. Ensure effective maintenance of the pool within the team. Training will be provided. 8. To carry out all daily maintenance tasks from a planned project or from the maintenance log. 9. Contribute to a rolling programme of external and internal decoration and refurbishment and carry out any agreed improvement ensuring compliance with health and safety standards. 10. Liaise with contractors whilst on site ensuring that work is completed in line with the specification and to the required standard. Take any appropriate action to resolve problems. 11. Advise on alterations and repairs to buildings. 		



	<p>12. Work with the team to identify the annual maintenance plan and longer term maintenance requirements in order for a cost effective maintenance plan to be produced.</p> <p>13. Provide excellent customer service to all customers through overseeing, supporting and managing lettings.</p> <p>14. Any other duties which reasonably fall within the purview of the post.</p> <p>15.</p>
<p>Person specification</p>	<p>Knowledge/Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of Health and Safety regulations • Qualification in Health and Safety desirable • Knowledge and experience of appropriate use of cleaning materials and equipment • NVQ Level 3 or equivalent is desirable or other industry/manual experience <p>Skills/Abilities:</p> <ul style="list-style-type: none"> • Good basic DIY capabilities and experience • Team worker essential • Customer care skills essential • Flexible worker <p>Experience (Desirable):</p> <ul style="list-style-type: none"> • Heating and plumbing systems (training offered). • Carpentry, basic construction skills • Electronics basic understanding • Construction <p>Personal qualities:</p> <ul style="list-style-type: none"> • Self-motivated and positive 'can do' approach • Ability to work as part of a team • High integrity • Good customer focus • Honesty •