



### **Job Description – Maintenance/Plumbing Assistant**

**Aim:** The Maintenance/Plumbing Assistant, as a member of the Maintenance Team, will work to maintain, upkeep, and improve the School's property and equipment, conforming to the highest standards of workmanship and Health & Safety.

**Other Benefits:** Lunch during Wycombe Abbey term time.  
Use of the Davies Sports Centre at specified times.

**Reports to:** Facilities Manager

**Hours:** The post holder is required to work 8.30am to 4.30pm, Monday to Friday, with an hours paid lunch break, 52 weeks per year.

The post holder will be expected to participate in an emergency call-out arrangement. Call-outs will attract additional one-off payments.

Some weekend working and mandatory overtime is required to support urgent defects, School events, and to provide assistance, such as dealing with snow and ice in adverse weather conditions.

**Holidays:** 5 weeks per year.

### **Areas of Responsibility:**

#### **General Duties**

- To work as directed by the Facilities Manager, and via the NAMIB Issues Log. To carry out general repairs and routine maintenance of plumbing equipment and general building fabric, including working at height, using hand and power tools, to maintain the School property, internally and externally whilst working independently and as part of a team, covering for other staff as necessary.
- To report all outstanding maintenance issues and Health & Safety concerns to the Facilities Manager and document on the NAMIB Issues Log. To maintain accurate and complete records of all maintenance work and compliance inspections.
- To maintain high standards of security across site, escorting and supervising contractors and visitors.

#### **Reactive maintenance**

- To include minor plumbing works, installation of general plumbing equipment and maintenance of boilers, valves and unblocking and clearing carpark & rainwater gullies, gutters and drainpipes, toilets and drains. cleaning, painting and decorating; repairing and replacing fixtures & fittings; portaging of furniture and deliveries.
- To liaise with other members of the Maintenance Team and external contractors as necessary to achieve timely and effective repairs.

### **Planned Preventative Maintenance (PPM)**

- To carry out planned maintenance tasks as directed by the Facilities Manager, manufacturers' guidelines and industry best practice.
- To inspect and document, at agreed intervals, the condition and operation of general plumbing equipment, boilers and pumps in addition to lighting, emergency lighting, ladders, steps and access equipment, legionella flushing and outlet water temperatures, fire and security alarms, fire routing & signage, extinguishers and the operation of self-closing fire doors and fire shutters.

### **Person Specification**

#### **Essential:**

- Full current driving licence
- Plumbing experience/qualification
- DIY Skills – housekeeping, painting & decorating
- Basic IT skills including email and Microsoft Office

#### **Attention to Detail**

- Ability to work to a high standard, with an eye for safety, detail and quality.

#### **Team working**

- Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction and positive support with team.

#### **Using initiative**

- Ability to work unsupervised and to take responsibility for own actions. To be a "starter/finisher", to have a "can do" attitude and to be proactive in seeking solutions to enable conclusion of tasks.

#### **Communication**

- Experience of communicating helpfully and effectively with staff, colleagues and contractors, both verbally and in writing, adapting the style to suit the audience. Able to maintain confidentiality.

#### **Customer focus**

- Ability to build rapport easily, putting the customer first and working hard to meet their needs. Wycombe Abbey is one of the country's top schools and

this ethos towards excellence should be reflected in all areas of School life and support.

### **Organisation & Resilience**

- Ability to remain calm under pressure, organise time effectively, prioritise workload and meet deadlines.

### **Flexibility**

- Ability to adapt to changing demands and conditions with the clear understanding that the boarding school environment is a 24-hour operation, requiring a flexible working approach.
- Willingness to adapt and acquire new skills.

### **Special conditions**

- Appointment is subject to an enhanced Disclosure & Barring check.
- Uniform work-wear and Personal Protective Equipment is provided and must be worn.

### **Child Protection Statement:**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

**The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.**

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.