



## JOB DESCRIPTION

<b>Job Title:</b>	Maintenance Assistant
<b>Department / Unit:</b>	Maintenance Services
<b>Grade:</b>	RHUL 4
<b>Accountable to:</b>	Maintenance Controller
<b>Accountable for:</b>	N/A
<b>Purpose of the Post</b>	
To carry out maintenance tasks and to assist all trades within the section as required.	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. Minor building and services repair (where a skilled craftsman is not required including (not exclusively):           <ul style="list-style-type: none"> <li>• Minor plastering</li> <li>• Minor tiling</li> <li>• Painting and decorating</li> <li>• Litter clearance/bin emptying</li> <li>• Lamp changing</li> <li>• Temporary boarding of broken windows</li> <li>• Fitting ironmongery (door viewers, coat hooks etc)</li> <li>• Gutter/drain clearance</li> <li>• Minor plumbing (clearing sink/basin &amp; w/c blockages, fitting w/c seats etc)</li> </ul> </li> </ol>	
<ol style="list-style-type: none"> <li>2. Assist other trade staff within the Maintenance Team with maintenance tasks</li> <li>3. Proven ability to work alone and as part of a team</li> <li>4. Work in accordance with College and departmental Health &amp; Safety and other operational procedures</li> </ol>	
<ol style="list-style-type: none"> <li>5. To be able to work to the Multi Trade team working pattern which includes working some evening and weekends</li> <li>6. To work out of hours for special functions, such as the Summer Ball and Graduation</li> </ol>	

7. To undertake all training necessary for the efficient performance of the duties

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

Staff, students and visitors to the college, communicating with them in a courteous, helpful and professional manner at all times