



St. Michael's is a leading independent school in Jersey, providing high-quality education and pastoral care for boys and girls aged 3 to 14. We enjoy a strong reputation for academic success and fostering a nurturing school environment.

Role Overview

We are seeking a reliable, proactive, and hands-on Maintenance Assistant to join our team. The successful candidate will help ensure that the school's buildings, grounds, and facilities are maintained to a high standard—providing a safe, clean, and welcoming environment for pupils, staff, and visitors. This is a varied, practical role for someone who takes pride in their work and enjoys supporting the day-to-day operations of a vibrant and busy school community. The standard working hours will be 07.00 - 15.30 Monday to Friday. This is a full time position, with 5 weeks paid holiday per year.

Key Duties

- Carry out general repairs and maintenance across the site (e.g., basic carpentry, plumbing, painting, and decorating).
- Conduct regular checks on facilities, reporting any damage or issues to the Head of Maintenance.
- Unlock and lock the school grounds and buildings daily.
- Assist with setting up and clearing equipment for school events.
- Support the Head of Maintenance in maintaining compliance with health and safety standards.
- Operate and maintain various machinery, including school tractors.
- Help care for school grounds and sports facilities, including basic gardening and playground upkeep.
- Manage deliveries, waste disposal, and recycling.
- Respond to maintenance requests promptly and professionally.
- Maintain and conduct basic checks on school minibuses; report concerns as needed.
- Occasionally drive school minibuses for trips and off-site visits.
- Carry out external site maintenance, including clearing drains/gutters, weed and moss control
- Use all tools, machinery, and PPE in line with Health & Safety and COSHH regulations (training provided).
- Support other school staff and external contractors as needed.
- Undertake any other reasonable duties as instructed by the Head of Maintenance or the Headmaster.

Note: Full training will be provided where required.

Person Specification

Essential Skills and Attributes:

- Strong general maintenance and practical skills
 - Physically fit and able to carry out manual work
 - Ability to work both independently and collaboratively
 - Basic awareness of Health & Safety practices
 - Flexible, dependable, and solution-oriented
- Full clean driving licence



Desirable:

- Experience in a similar role (school or similar environment preferred)
- Trade skills/qualifications (e.g., carpentry, plumbing)
- COSHH knowledge and familiarity with safe working practices
- D1 (Minibus) licence is an advantage, though training can be provided

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application:

Please email recruitment@stmichaels.je for an application form or download from the school website. Candidates are also required to submit a CV with their completed application form. This should be completed by **Wednesday, 14th May 2025** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to recruitment@stmichaels.je

Shortlisted candidates will be contacted by telephone by **Thursday, 15th May 2025** and interviews will be held on **Monday, 19th May 2025** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed.

It is hoped that the successful candidate will begin work at the beginning of July 2025 or earlier if possible.