



Job Description

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| JOB TITLE: | Maintenance Assistant |
| SALARY: | Scale G £25,616.22 - £28,471.35 (£23,695 - £26,336 FTE) |
| HOURS: | 40 hours per week |
| REPORTS TO: | Director of Estates |
| RESPONSIBLE FOR: | Buildings Maintenance |
| CAMPUS: | Berkshire College of Agriculture |
| JOB PURPOSE: | A 'hands on' role to undertake practical maintenance and project work in the college buildings and wider Estate. |

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Undertake repairs and improvements to buildings, structures and surfaces across the BCA Estate.
2. Respond to maintenance requests in a flexible and efficient manner ensure professional standards are maintained.
3. Carry out and assist with a range of internal and external construction work including groundwork, hard landscaping, fencing, brickwork, carpentry, stud wall construction, tiling, basic plumbing, painting and decoration.
4. Carry out and assist with repairs and installations across a range of building elements including: windows, doors, roofs, washrooms, kitchens, flooring, drains and gutters.
5. To use a range of power tools, plant and vehicles as required, including: excavators, telehandlers, breakers, circular saws, grinders, drills and routers.
6. Work at height as required.
7. Stock, check, keep records, specify and order materials, parts and tools.
8. Undertake routine checks and inspections of equipment and facilities.
9. To be responsible for the security of the Estates yard, equipment and materials.
10. To work a flexible working day to ensure jobs are carried out with minimal disruption to college facilities.



11. React to emergencies with occasional 'out of hours' work required.
12. Ensure that safety procedures are adhered to and improvements and incorporated into working practices.
13. To work with all Estates colleagues and other departments as required.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

May 2025



PERSON SPECIFICATION
Maintenance Assistant

| | Essential | Desirable | Source of Evidence |
|---|-----------|-----------|--------------------|
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS | | | |
| A Level 2 qualification (GSCE A-C or equivalent) in English (Please state this in your application form) | ✓ | | AF |
| A Level 2 qualification (GSCE A-C or equivalent) in Maths (Please state this in your application form) | ✓ | | AF |
| A Level 2/3 City and Guilds construction qualification or equivalent practical certification / Apprenticeship in one or more of the following: carpentry & joinery, bricklaying, plumbing & domestic heating, landscaping, roof slating & tiling. | | ✓ | AF |
| Plant operator qualification e.g. CITB 360 excavator, NPTC Telescopic Handler. | | ✓ | AF |
| EXPERIENCE | | | |
| Previous experience (2 years+) of construction work in domestic or commercial settings | ✓ | | AF/ IV |
| Experience of site construction work | | ✓ | AF/ IV |
| Repairing and replacing building fixtures and fittings | ✓ | | AF/ IV |
| Specifying materials and organising workloads | ✓ | | IV |
| SKILLS, KNOWLEDGE AND ABILITIES | | | |
| Physically fit and able to work in all weathers | ✓ | | IV |
| Practical knowledge of general building work including: carpentry/joinery and groundwork | ✓ | | IV |
| Practical knowledge of domestic plumbing | | ✓ | IV |

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation