



Saint Andrew's International High School

# BOARDING HANDYMAN

## JOB DESCRIPTION

**Job Title: Boarding Handyman (Boys' and Girls' Hostels)**

**Reports to: Head of Boarding / Maintenance Supervisor**

### Job Summary:

The Boarding Handyman is responsible for maintaining, repairing, and ensuring the proper functioning of facilities within both the boys' and girls' boarding houses. The role focuses on providing a safe, clean, and comfortable living environment for students and staff.

*SAIntS is committed to safeguarding and promoting student welfare - full background checks will be conducted.*

*SAIntS proudly champions diversity, equity, inclusion, justice, and belonging in all we do.*

### Key Responsibilities:

- Carry out general maintenance and repairs in the boarding houses (plumbing, carpentry, painting, minor electrical work).
- Conduct routine inspections of dormitories, bathrooms, common areas, and surrounding facilities.
- Repair and maintain fixtures such as beds, lockers, doors, windows, bathroom fittings, and lighting.
- Respond promptly to maintenance issues reported by boarding staff or students.
- Ensure all maintenance work is completed safely and with minimal disruption to boarding routines.
- Support the setup and maintenance of boarding facilities at the start and end of each term.
- Assist with moving and assembling furniture or equipment when required.
- Maintain tools and equipment in good condition and ensure proper storage.
- Report major repairs or safety concerns to the Facilities Manager or relevant supervisor.
- Liaise with external service providers and contractors when necessary.
- Ensure compliance with school health, safety, and safeguarding policies at all times.

### Qualifications & Skills:

- Proven experience in a handyman or general maintenance role.
- Basic knowledge of plumbing, electrical systems, carpentry, and general repairs.
- Ability to work independently and manage tasks efficiently.
- Strong problem-solving skills and attention to detail.
- Good communication skills and ability to interact respectfully within a school environment.
- High level of responsibility, integrity, and reliability.



## Preferred Requirements:

- Trade certification or vocational training (an advantage).
- Previous experience working in a school, boarding environment, or similar institution.
- Understanding of safeguarding and working around children (desirable).

## Working Conditions:

- Work will be based across both boys' and girls' boarding houses.
- Requires physical tasks such as lifting, climbing, and occasional outdoor work.
- May require flexibility for emergency repairs, including after-hours or weekend support.