

## Job Description Template for Tús Work Placement Participant

<b>Community Organisation Type:</b>	Secondary School Setting
<b>Reporting to:</b>	Principal/Head of Maintenance
<b>Job Title:</b>	Maintenance Assistant
<b>Number of positions required:</b>	1
<b>Main Tasks:</b>	<ul style="list-style-type: none"> <li>• Perform cleaning activities such as dusting, mopping etc.</li> <li>• Perform minor fixes such as repairing broken locks, filling gaps on walls</li> <li>• Install appliances and equipment</li> <li>• Complete garden/yard upkeep by mowing lawn</li> <li>• Conduct maintenance tasks such as replacing light bulbs</li> <li>• Check functionality of safety systems (e.g. fire alarm)</li> <li>• Collaborate with workers and other professionals during renovations</li> <li>• Report to a facilities or maintenance manager for issues</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of general maintenance</li> <li>• Experience using hand and electrical tools</li> <li>• Very good communication and interpersonal skills</li> </ul>
<b>Place of Work:</b>	Blakestown Area of Blanchardstown
<b>Preferred days or times of work (e.g. Monday-Friday, mornings/afternoons etc)</b>	Monday – Friday (Flexible Hours)
<b>Any other work related requirements</b>	Be available to work 19.5 hours per week
<b>Is Garda Clearance Required for this position:</b>	Yes (School will complete)
<b>Contact:</b>	If you are interested in applying for this role, please contact a member of the Tús Team on 01 – 8209550 or email <a href="mailto:tusvacancies@empower.ie">tusvacancies@empower.ie</a> to discuss further. Note: If you are getting Jobseekers Allowance and have break(s) of up to 30 days in your jobseekers record over the last 12 months, you will be eligible for Tús

