Miftah An-Nur
ISLAMIC INTERNATIONAL SCHOOL

JOB OVERVIEW	
JOB TITLE	School Custodian / Technician
ROLE	Operational Crew
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	The School Custodian / Technician is responsible for supporting the daily maintenance, safety, cleanliness and upkeep of the school premises, with particular responsibility for routine air-conditioning servicing, minor electrical works and plumbing. The postholder undertakes preventative maintenance, fault identification and general repairs within their competence and authorisation, ensuring a safe and well-maintained environment for students, staff and visitors. All duties must be carried out in accordance with school Health and Safety, Child Protection and Safeguarding policies.
REPORTS TO:	Property and Facilities Officer

PERSON SPECIFICATION

Essential Requirements

- Practical experience in building maintenance, air-conditioning cleaning and routine servicing, minor electrical maintenance and plumbing repairs.
- Able to identify common faults, use appropriate hand tools and complete routine repairs safely within the limits of training and authorisation.
- Appropriate training, competency and any required authorisation for electrical work undertaken.
- Physically able to undertake manual work, including lifting, carrying and moving equipment, with reasonable adjustments where appropriate.
- Able to communicate effectively in Malay and basic English.
- Honest, reliable, punctual and trustworthy; able to work independently and as part of a team.
- Comfortable working in a school environment and interacting appropriately with students, staff and visitors.
- Able to follow instructions, prioritise tasks and comply with workplace safety procedures.

Preferred Requirements

- Levels or equivalent qualification; relevant vocational or technical qualification in air-conditioning, electrical, plumbing or building maintenance is an advantage.
- Previous experience in a school, facilities, custodial or multi-skilled maintenance role.
- Experience in preventative maintenance, fault finding and maintaining service records.
- Basic painting, carpentry, DIY and grounds maintenance skills.

Key Qualities

- Responsible, hardworking and committed to completing tasks to a good standard.
- Positive, helpful, respectful and courteous towards students, staff, parents and visitors.
- Organised, resourceful and able to use initiative when resolving routine problems.
- Flexible and responsive to changing priorities, urgent requests and emergencies.
- Good attention to detail, particularly in identifying defects and safety hazards.
- Able to work with colleagues from different backgrounds and cultures, exercising discretion and sound judgement.

PROFESSIONAL ACCOUNTABILITIES

School Premises and General Maintenance

- Carry out routine inspections of buildings, fixtures, fittings and equipment to identify maintenance needs and safety hazards.
- Undertake minor repairs to furniture, doors, locks and fittings, and basic painting and general upkeep as directed.
- Assist with opening, closing and securing designated areas when required.
- Respond to maintenance requests and report major defects to the Property and Facilities Officer.

Air-Conditioning Maintenance

- Carry out scheduled cleaning and routine servicing of air-conditioning units within the postholder's competence, including filters, accessible coils, drain trays and condensate drains.
- Check units for poor cooling, unusual noise, water leakage and other signs of malfunction.
- Maintain air-conditioning service records and report recurring faults or units requiring specialist attention.
- Escalate refrigerant handling, major repairs and specialist electrical faults to appropriately qualified and authorised contractors.

Electrical Maintenance

- Identify and report damaged sockets, switches, lighting and other electrical fixtures; make affected areas safe pending repair.
- Undertake minor electrical repairs or replacement of sockets, switches and fittings only where appropriately trained, competent and authorised, and in accordance with applicable requirements.
- Ensure safe isolation and verification before authorised electrical work; never undertake live electrical work.
- Refer complex wiring, distribution board faults and work outside authorised competence to qualified specialists.

Plumbing and Sanitary Maintenance

- Attend to routine leaks, dripping taps, blocked sinks and toilets, faulty flush mechanisms and minor plumbing defects.
- Inspect visible pipework, drainage and sanitary fittings; report significant leaks, recurring blockages or water supply issues.
- Undertake minor replacements and repairs within competence, ensuring affected areas are left clean and safe.
- Escalate major pipework, drainage or specialist plumbing works to the Property and Facilities Officer.

Preventative Maintenance and Records

- Follow planned maintenance schedules and maintain accurate records of inspections, servicing, repairs and outstanding defects.
- Identify recurring faults and recommend practical preventative measures.
- Monitor tools, spare parts and consumables; report replenishment needs and assist authorised contractors as directed.

Cleaning, Grounds and Operational Support

- Assist with general cleaning, litter collection, waste disposal and grounds upkeep as required.
- Keep pathways, entrances and work areas clear, tidy and safe.
- Assist with setting up furniture and equipment for school activities, meetings and special events.
- Support porterage, movement of supplies and other day-to-day operational requirements.
- Respond promptly to urgent requests and assist during school emergencies as directed.

Health, Safety and Safeguarding

- Carry out duties in accordance with school Health and Safety, Child Protection and Safeguarding policies.
- Use appropriate personal protective equipment, safe working procedures and suitable tools; follow work-at-height and isolation procedures where applicable.
- Secure work areas, tools, chemicals and spare parts to prevent access by children and minimise disruption to learning.
- Identify and report hazards promptly; stop work and seek guidance where a task is unsafe or outside competence.
- Maintain appropriate professional boundaries with students and report safeguarding concerns through established school procedures.
- Cooperate with emergency procedures, safety drills and mandatory training.

General Responsibilities

- Maintain good attendance, punctuality and professional conduct.
- Work cooperatively with colleagues and follow reasonable instructions from the Line Manager.
- Exercise discretion when handling school property, information and operational matters.
- Demonstrate respect for the school's Islamic ethos, values and wider school community.
- Undertake other reasonable duties appropriate to the nature and level of the position.

SPECIAL CONDITIONS

- Some out-of-hours working may be required for planned maintenance, urgent repairs or special events.
- Technical work is subject to demonstrated competence, school authorisation and applicable safety requirements.
- Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.