



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

PLUMBER

(Domestic & Commercial)

Section:	Estates Department (Support Staff)	Salary Range:	Competitive
Responsible to:	Property Surveyor (via Foreman Plumber)	Annual Leave:	28 days per annum (plus bank holidays)
Status of position:	Temporary (Initially for 18 months)	Hours of Work:	Full-time hours (39 hours per week)

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 350 employees and an annual turnover of over £17,500,000. The Bursar is supported by a Heads of Department team, which includes the Human Resources Manager, Head of Estates, Financial Controller, Director of IT and General Services Manager.

2. LEVEL OF POSITION

The Head of Estates has overall line management of the Estates Department.

The postholder will report to the Foreman Plumber who will provide day-to-day line management including appraisal, training and development.

In the absence of the Foreman Plumber the post holder shall report to the Property Surveyor.

3. DUTIES AND RESPONSIBILITIES

These duties are illustrative. Shrewsbury School reserves the right to alter the content of this job description, after consultation, and consistent with the level of responsibility of this role, to reflect any changing demands of the school.

Responsibilities & Duties:

Duties will vary dependent of the needs of the site, and the type of work ongoing at any particular time. The typical range of duties will include (but not be limited to) the following:

- The servicing, maintenance and repair of gas fired equipment. Boilers ranging in size from small domestic to large commercial, gas fired water heaters, domestic gas fires, and commercial catering equipment.
- Responding to responsive maintenance requests. These will range from blocked drainage, minor leaks and heating adjustments through to emergency replacement of boiler sections or water heaters.
- Undertaking planned maintenance / refurbishments. This will typically involve the plumbing works associated with washroom refurbishments, kitchen replacements, room / heating reconfigurations. It will also involve the planned replacement of small and large boiler plant, and associated pipework, pumps and controls.
- Working at height to undertake repairs, or to install new rainwater goods and other above ground drainage.
- Assist the foreman in the maintenance of adequate spares and materials. Undertake stock takes when requested.
- Occasionally the post holder may be required to assist the whole Estates team in an activity unconnected to plumbing – assisting with car parking or helping to re-float a rowing pontoon at the riverbank are activities that may be required at some point, amongst others.

Responsibilities will include:

- To ensure that any works they are instructed to undertake are done to a suitable standard and in a professional manner.

- To undertake any additional training as may be required by the School and to keep existing qualifications valid and updated. The school will generally pay for all training that is necessary for the post holder to undertake their role.
- To respond to occasional 'out of hours' call outs.
- To report to the Foreman Plumber to keep him informed of all works in progress, any problems or other issues.
- To be competent to manage all aspects of the mechanical section of the Estates Department in an efficient manner in the absence of the Foreman Plumber.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

4. TERMS AND CONDITIONS

- ❖ **Salary:** is competitive and dependent upon qualifications and experience.

There may be occasions when you will be called out to deal with an emergency. In that event you will receive £25 for each call-out, in addition to the hours worked which will be paid at double-time.

If you are required to work overtime, you will receive your normal hourly rate multiplied as below:

Monday to Saturday - time and one half for the first 4 hours each day, double time thereafter.

Sunday / Bank holidays - Double time

- ❖ **Hours:** This is a full-time position working 39 hours per week, Monday to Thursday (08:00 to 16:30) and Friday (08:00 to 15:30), with a 30-minute lunch break during term-time and school holidays. A 15-minute tea break each day to be taken at post if possible.
- ❖ **Holidays:** Shrewsbury School's annual leave year runs from 1 April to 31 March and a full year's entitlement is 28 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year as employment will commence part way through the year.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme subject to auto-enrolment Regulations.
- ❖ **Sickness Leave:** You will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- ❖ **DBS Certificate:** You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.

❖ **Other benefits:**

- You will be able to enjoy the benefit of a free school lunch at Kingsland Hall when the kitchens are in operation.
- All employees are automatically covered by Shrewsbury School's Death-In-Service Insurance Benefit (2 x salary).
- You will be able to use the school sports facilities, when not otherwise in use.



Shrewsbury School

Person Specification

PLUMBER

(Domestic & Commercial)

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
Qualifications:			
Good standard of general education, including recognised qualifications in English and Mathematics.	✓		A / D
To hold a current domestic & commercial "Gas Safe" accreditation and relevant additional associated modules	✓		A / D
Evidence of continually developing professional knowledge.		✓	A / D
To hold a full driving licence.	✓		A / D
Work Experience:			
Must have worked in a similar environment previously.		✓	A / D
Must have a proven track record of working on a variety of boiler plant and controls, including servicing plant, fault diagnosis and rectification of breakdowns.	✓		A / D / I
Able to recognise hazardous situations/ materials and to respond accordingly	✓		A / D / I
Must be confident to order parts via suppliers as appropriate.	✓		D / I
Must be confident to process paperwork including preparing Purchase Orders, processing Delivery Notes and assisting with processing invoice.	✓		D / I
To have extensive experience with a variety of domestic & commercial gas and plumbing installations.	✓		A / D / I
To have the ability to understand detailed construction plans, working drawings and specification documents.	✓		D / I
To have a good working knowledge of construction techniques.	✓		A / D
To have a good, working knowledge of heating systems, their installation and maintenance.	✓		A / D / I

Description	Essential	Desirable	Method used
Work Experience:			
To be able to work at heights.	✓		A / D
To have an organised and responsible attitude to the administration of the section, completion of all necessary statutory forms and to support the smooth running of the department as a whole by processing all necessary documentation as required.	✓		A / D
To be familiar with the requirements of budgetary control.	✓		A / D
Specialist Knowledge:			
To have a good, working knowledge of Health & Safety related issues.	✓		A/ D/ I
To be computer literate and familiar with Word, Excel and use of e mail and other school IT services.	✓		D/ I
To be familiar with the principles of CoSHH & risk assessment and able to carry out and record the same.	✓		I
Personal Attributes:			
Ability to problem solve and to think innovatively when necessary.	✓		I
Keen eye for detail and high expectation of standards of behaviour, both personally and in others.	✓		D/ I
Ability to prioritize work and to balance competing needs.	✓		D/ I
Ability to work unsupervised and on own initiative.	✓		I
Must be reliable and a good time keeper.	✓		D/ I
Flexible approach to working hours.	✓		D/ I
Excellent verbal and written communication skills.	✓		A/ I
To be able to build positive relations with all stakeholders	✓		I
Friendly and approachable	✓		I
Other / Special Working conditions:			
From time to time some additional hours may be required to be worked in term time and also out of term time. The successful candidate must be willing to work additional hours to suit the business needs of the School which on occasion will involve emergency call-outs.	✓		A/ D/ I