



Saint Martin's

An Exceptional Independent School for Girls



Candidate Brief: Maintenance Technician. (Full Time)

School Life



Saint Martin's School is situated in a stunning twenty acre site in the centre of Solihull and located in the grounds of the historic Malvern Hall. The Hall, once owned by the Greswold family, has a unique link with the landscape painter John Constable who visited early in the 19th century.

The School was founded in 1941 and has a tradition of providing the very best education for girls from Nursery through to Sixth Form, from 3 - 18 years old. Our academic expectations are high and Saint Martin's is a school where girls succeed to the very best of their ability. Our girls grow up in a supportive community where each girl is encouraged to reach her full potential.

Our small class sizes ensure that girls are given individual attention and guidance. They are taught in a stimulating environment, with a supportive combination of both academic and pastoral care at all stages of their school life. Every girl in our care has a wide range of extra-curricular opportunities to choose from in order to promote and develop individual talents as well as new interests. Girls develop the skills, knowledge and personal qualities required to enable them to adapt to a world where the way of working is undergoing rapid change.

The school is a non-denominational Christian school where respect for others is paramount regardless of their faith or background. The enthusiasm of girls to look beyond themselves, to understand the global dimension of the world in which they live and to seek ways of helping others are important elements of our School community.

The School Motto is "The Grace of God is in Courtesy" and the Code of Conduct, written by the girls, is central to the expectations of daily life.

Benefits of working at Saint Martin's

We value our staff and are committed to providing a good working environment for all staff and encouraging them to feel part of the Saint Martin's family. There are many benefits to working at the school, including:

- Free parking on site
- Pension scheme
- Staff Lunch provided
- Professional development opportunities
- Wellbeing activities, such as staff swimming sessions and running clubs



Job Description

Title	Maintenance Technician
Department	Maintenance
Hours of Work	9.00am – 5.00pm (one hour unpaid lunch break) 35 hours per week
Contract	Full Time. 52 weeks per year. 20 days holiday increasing to 25 days after 3 years service. Plus Bank and Statutory holiday's.
Salary	£18,200
Responsible to	Maintenance Manager

PURPOSE

To provide efficient and effective maintenance support for the school and grounds, ensuring security and general appearance are maintained to the required standards, under the direction of the Maintenance Manager.

The post holder will be expected to observe safe working practices in carrying out their duties

RESPONSIBILITIES

- To undertake repairs and maintenance tasks without disturbing the normal function of the school.
- To ensure that the buildings and school site are secure at all times
- To help maintain the school grounds to ensure they are fit for purpose. Including (but not limited to): Pitch Marking, Grounds Maintenance, Sports Field, Gardening, Lawn Mowing, Litter Control
- To ensure clear and safe pedestrian access on School Grounds particularly in adverse weather conditions. Including (but not limited to): clearing snow, Gritting.
- To ensure the safety of vehicles on site. Including (but not limited to): Directing traffic, supervising car parking and banking vehicles.
- To arrange facilities for school activities. Including (but not limited to): School Sports Days, PA Events, Open Days, Exams, Parents' Evening
- To perform duties in line with Health and Safety requirements and report/take remedial action where hazards are identified.
- Report serious hazards to the Maintenance Manager immediately.
- To undertake cleaning duties in the day time if required and in an emergency.
- To arrange facilities for hirers as specified (eg setting up and clearing away furniture)
- To assist in maintaining the Swimming Pool, All weather pitch, School Gymnasium, Theatre and Dance Studio.
- Ensuring disabled access to the building and site where necessary.

Other Duties

- To attend training, refresher or review sessions as required.
- To comply with policies and procedures relating to Safeguarding Children, Confidentiality and data protection.

- To comply with policies and procedures relating to Fire, Health and Safety.
- To assist in covering for absent staff, planned or unplanned.

General

- To ensure good levels of professional communication are maintained at all times.
- To be fully aware of all School Policies and undertake training as required.
- To undertake other duties which, from time to time may be reasonably required by the Maintenance Manager.

NOTE:

The Job Description may change along with the needs of the organisation and in consultation with the job holder

Person Specification

	ESSENTIAL	DESIRABLE
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants meeting all of the essential criteria
Experience	<ul style="list-style-type: none"> • General practical skills and/or maintenance experience 	<ul style="list-style-type: none"> • Caretaker in a school or similar environment • Maintenance experience
Education and Qualifications	<ul style="list-style-type: none"> • A good basic level of numeracy and literacy • Willingness to undertake Induction Training • Willingness to partake in ongoing training 	<ul style="list-style-type: none"> • First Aid Certificate
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work as part of a team or under own initiative • Ability to work in accordance with Health and Safety and safe working practices • Ability to work to deadlines • Flexible approach to working 	<ul style="list-style-type: none"> • Ability to undertake general maintenance repairs
Knowledge	<ul style="list-style-type: none"> • Basic understanding of Health and Safety 	<ul style="list-style-type: none"> • Working knowledge of COSHH • Moving and Handling procedures • Willingness to learn to use specialist equipment
Personal Qualities	<ul style="list-style-type: none"> • Ability to respond calmly to emergencies • Good Communicator 	
Safeguarding Children, young	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of pupils 	

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People and Vulnerable adults.	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with young people 	
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Remuneration & How to Apply



The Application Form

All candidates are requested to fill in the application form as otherwise their application cannot be considered. Please submit your application by Monday 30 April 2018.

References and the Interview Procedure

References will be sought for shortlisted candidates before the interview and it may be the case that previous employers are approached for information to verify particular experience or qualifications. Any anomalies in the information provided or issues arising from references will be taken up at interview.

Shortlisted candidates will have an informal tour of the school and there will also be a formal interview.

Safer Staff Recruitment

Saint Martin's is a school committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to provide a disclosure from the DBS at an enhanced level. The interview for the post will include questions about the safeguarding of children and young people and the applicant's suitability to work with children.

Interview expenses

Claims for reimbursement of candidates' reasonable travelling expenses within the UK will be paid.



Saint Martin's

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