

# **St Bede's School**

**64 Carlton Road, Redhill, Surrey, RH1 2LQ**



## **Senior Maintenance Assistant**

**To Start ASAP**

**Application Deadline:**

**09:30hrs 20<sup>th</sup> September 2017**

# About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic course in the sixth form.

The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian Framework.

Our GCSE results make us one of the highest performing non selective schools in the country.

St Bede's is a good place to work. Students are well behaved. There is a strong sense of community and professionalism in a very worthwhile cause. Staff may be of any religion (or none) but the school is built on Christian faith and values, which are reflected in our work and the way that we operate. Our facilities are very good too – staff have free access to fitness facilities, there is very good on-site catering and there are opportunities to be involved in a very wide range of activities and visits.

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**



# Senior Maintenance Assistant

## at St Bede's

Working under the direction of the Site Manager, our Maintenance Team are responsible for the day to day maintenance and development of the extensive school premises and grounds. The nature of a Senior Maintenance Assistant's job, including responsibility for the school premises, precludes setting a specific working week. Within this limitation and without prejudice to this general principle, the normal working week for the performance of active duties shall be from Monday morning to Friday night and shall be 36 hours to be served over a total of 52 weeks per year. Breaks during the working day will be unpaid. Initially the 'normal' working hours for the vacant post will be 08:00 to 16:15 Monday to Thursday and 08:00 to 16:00 on Fridays.

There will be entitlement to 24 days annual leave per year rising to 28 days per year after 5 years continuous employment. The school site is normally closed between Christmas and New Year, annual leave is therefore compulsory during that period. The remaining entitlement to annual leave may be pre-booked and taken at agreed times.

The Maintenance Team consists of a Caretaker, two Senior Maintenance Assistants, a Weekend Maintenance Assistant, two janitors, and three Sports Hall Attendants.

The salary for the post is Surrey Pay Scale 5 £18,410 to £21,474. Salary is paid in 12 equal monthly instalments.



# Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

## **Purpose**

To serve the mission of St Bede's as an ecumenical Christian school by ensuring that members of the school and wider community in the approved use of our facilities do so safely and with enjoyment.

## **Contract**

The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

## **Salary**

Surrey Pay Scale 5, 36 hours per week, full year appointment.

## **Responsible to**

- Site Manager

## **Key Accountabilities**

- Carrying out repairs and maintenance on buildings, fixtures and fittings
- Systematically monitoring the premises to identify actual and potential problems, ensuring that repairs and maintenance tasks are completed promptly and efficiently.
- Prompt attendance to premises emergencies and other urgent matters where aspects of the school environment threaten the safety, security, or wellbeing of students, staff or visitors, or where teaching and learning is being prevented.
- Organisation of rooms for events, meetings, lettings, and examinations etc. e.g. setting out chairs and tables.
- Adherence to and implementation of the School's Health & Safety policy and procedures.
- Reporting as appropriate

## **Key Responsibilities**

- Carrying out repairs, maintenance and redecoration of buildings, furnishings and equipment within timescales dictated by the circumstances or set by the Site Manager
- Receiving and attending to reports of premises-related problems received from staff, or as allocated by the Site Manager, and communicating with staff in response to such reports.
- Attendance at and supervision of lettings during school hours or outside of normal school hours.
- Attendance at emergencies during school hours and outside of normal school hours when required.
- Preparing rooms for exams, meetings, performances and other events.
- Carrying out the rolling programme of portable appliance testing ('PAT') together with its associated paperwork.
- Facilitating the security of the premises including opening and locking up of premises

- Checking the site regularly for any potential Health and Safety issues, reporting to the Site manager and taking corrective action as necessary or where directed.
- Liaising with the Caretaker to ensure that goods and supplies received are moved and distribute as necessary, keep passageways clear and hazard free.
- Providing an immediate cleaning response (e.g. including but not limited to sweeping, dealing with spillages, emptying bins, litter picking etc.).
- Maintaining the paths, drives and other hard surfaces within the site grounds and external perimeter, in a clean and tidy state and in extreme weather keeping paths, access points and entrances free of snow and ice.
- Keeping maintenance stores and tools in a safe, clean and tidy condition
- Meeting reporting and record keeping requirements.
- Assisting the Site Manager and other site and sports hall staff as required.
- Carry out any other task which might reasonably be required.

#### **Meetings in which you will be involved**

- Attendance at any meetings as required.



# Person Specification

	Essential	Desirable
Christian	<ul style="list-style-type: none"> <li>Strong personal commitment to the ethos of St Bede's School</li> <li>Able to work effectively within an explicitly Christian context</li> </ul>	<ul style="list-style-type: none"> <li>Personally committed and practicing Christian, member in good standing of any denomination served by the school</li> <li>Informed and thoughtful about current Christian issues</li> </ul>
Education & Experience	<ul style="list-style-type: none"> <li>Minimum GCSE Grade C in English &amp; Mathematics demonstrating good standards of numeracy and literacy</li> <li>Relevant training to NVQ3 (or equivalent) in at least one of the following: <ul style="list-style-type: none"> <li>buildings and estate maintenance</li> <li>general building</li> <li>carpentry or joinery</li> <li>plumbing</li> <li>electrical</li> </ul> </li> <li>Proven experience in similar role</li> <li>Ability to learn quickly and retain information</li> <li>Knowledge of and an ability to implement health and safety policies which promote a positive and safe working environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a directly relevant role</li> <li>Experience in a school or similar environment</li> <li>Knowledge of safeguarding</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Effective collaboration and team working, with an ability to build effective relationships with a wide range of people</li> <li>Confident communicator</li> <li>Demonstrate initiative, responsibility and confidentiality</li> <li>Identifying problems and finding solutions</li> <li>Self-starter</li> </ul>	<ul style="list-style-type: none"> <li>Confident and comfortable in school environment</li> <li>Drivers licence (D1)</li> </ul>
General	<ul style="list-style-type: none"> <li>Friendly, positive, flexible, adaptable, co-operative, self-motivated and hardworking</li> <li>Trustworthy</li> <li>Patience and perseverance</li> <li>Well organised, methodical and with attention to detail and takes pride in their work</li> <li>Possess integrity, trustworthiness and discretion</li> <li>Ability to work to deadlines, be resilient and remain calm under pressure</li> <li>High standards of personal presentation</li> <li>Willingness to learn new skills and undertake training</li> <li>Able to meet the physical demands of the role.</li> </ul>	

# How to Apply

If you would like to apply please complete our application form for support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

or sent by post to:

Mrs C. Whybra  
Personnel Officer  
St Bede's School  
64, Carlton Road  
Redhill  
Surrey  
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is**

**09:30 hrs on Wednesday 20<sup>th</sup> September 2017**

We look forward to hearing from you.

