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# JOB DESCRIPTION

**Post**: Plumbing & Maintenance Apprentice **Date of Issue**: November 2018

Wellingborough School was established in 1595 and is today an independent co- educational day school serving Northamptonshire, and adjacent parts of Bedfordshire, Buckinghamshire and Leicestershire. The School is a co-educational independent day School of some 850 pupils which comprises three elements, namely Pre-Preparatory (Age 3 – 8), Preparatory (Age 8 – 13) and Senior (Age 13 – 18). The School enjoys a strong academic tradition, which it is determined to maintain, combined with its extensive co-curricular programme.

As a Plumbing & Maintenance apprentice, you will be working closely with all members of the Estates team to ensure a successful and comprehensive delivery of Estates Maintenance across the campus of the School. You will report directly to the Estates Manager for the performance of your duties; and the Estates Supervisor is your immediate point of contact. Importantly, you will work closely with a senior plumber on site, which is a great opportunity.

The Bursar has responsibility to the Governors for the general administrative and financial management of the School including overall responsibility for all support services staff.

**Apprenticeship Training Course:** Plumbing & Heating, Level 2

**Learning Provider:** The Bedford College Group

**Salary:** Dependent on age, National minimum wage

**Hours of work:** Full time, 37.5 hours per week, Monday to Friday, 7.00am – 3.30pm (with 60 minute unpaid break) (including weekends as required). Weekly college attendance will be required at Tresham Corby Campus.

**Disclosure Level:** Enhanced

**Benefits: Lunch is available in term time. Uniform and parking is also provided.**

**Principal Duties**:

* Perform a wide variety of general maintenance and plumbing duties to include activities such as plumbing, gardening and decorating, and to ensure work is completed to the required standard within the allocated timescales.
* Source and obtain materials, and plan for jobs when necessary.
* Where required be prepared to achieve relevant certifications in order to undertake specified works in and around the School. When asked to attend training courses, such courses will be funded by Wellingborough School.
* To work towards and complete the Plumbing and Heating, Level 2 apprenticeship and subsequent qualification.

In addition and within your competence to undertake, in the following areas of work:

**DUTIES:**

**Plumbing & Heating**

* New installs of plumbing systems when required
* Heating repairs and maintenance

**Compliance**

* Work with the Senior Plumber and the Compliance Officer to ensure compliance including items such as; water testing, shower head descale etc...

**General Duties**

1. Preparing halls for particular functions such as assemblies, concerts, plays and other events involving movement of furniture and equipment.
2. Ensure all equipment is correctly stored, maintained and serviced.
3. Follow risk assessments and H&S based guidance.
4. Respond to daily maintenance requests safely, efficiently and professionally.
5. Carry out general maintenance tasks to maintain and improve the appearance of buildings, services and equipment
6. Ensure maintenance activities are delivered within set material and time parameters.
7. Be prepared to undergo training and to continuously develop your technical skills and user relations.
8. To report instances of security breaches or damage/defect e.g. unlocked doors or broken windows so that remedial action can be taken.
9. Any other duties that the Estate Supervisor may reasonably ask of you which are within your capabilities to fulfill. EG gardening, decorating, salt spreading, litter picking etc…
10. To work according to the School’s policies and procedures.
11. Work pertaining to larger school events such as open days, the ball or fireworks night. A reasonable amount of overtime may be required regarding these.

**Flexibility**

At times of peak work flow, it may be necessary to work beyond your normal hours in order to meet deadlines. Where this is necessary, then time off in lieu will be available to compensate and the timings of this should be agreed with the Estates Manager in advance. Reasonable overtime may be requested of you for key school events or car parking duties.

**Revision of Job Description**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

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| **Child Protection and Safeguarding**  The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Person or to the Headmaster. |

**Applications:**

The application form should be returned together with a covering letter in which the applicant should explain what s/he can offer to the post. Applications by e-mail are welcome.   Please send them for the attention of Mrs Karen Harrison, HR Manager to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by 12pm, Friday 23rd November 2018.

Interviews will take place on Friday 30th November 2018.