SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2027.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

**Sherborne Boys** is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

**Sherborne Girls** is a full-boarding and day school for girls aged 13–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

**Sherborne Prep** is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

**Hanford Prep** is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

**Sherborne International** is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

**JOB DESCRIPTION**

**Sherborne Schools Group Recruitment and Selection Policy Statement**

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers, criminal record check and social media checks. All positions within the schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

# PROPERTY MAINTENANCE OPERATIVE

***Principal Role***

Sherborne Schools Group is seeking a proactive and skilled Maintenance Operative who will be responsible for carrying out a wide range of general repairs and maintenance activities across the Group's estates and facilities. The postholder will work across all Sherborne Schools Group sites, supporting the upkeep of buildings, infrastructure and learning environments, while developing effective working relationships with staff.

Working closely with the Head of Estates, and wider Facilities team, the successful candidate will undertake a variety of maintenance tasks, respond to work requests, and help ensure that all school sites remain safe, functional and well-presented.

This role provides an exciting opportunity to play a key part in maintaining the high standards of the Sherborne Schools Group, contributing to the day-to-day operation of its schools and supporting the continued development of the Group as a whole.

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| **Primary Location:** | Sherborne Schools Group<br>You will be required to work at other schools or sites within the Group to meet the needs of the business. |
| **Reporting to:** | Head of Estates |
| **Hours of Work:** | 40 hours per week.<br>Hours of work are likely to be Monday - Friday with a 30 minute unpaid lunch break each day. Flexibility in hours will be required on occasion to meet the demands of the post. |

***Core Responsibilities...***

- Carry out a wide range of planned and reactive maintenance tasks across Sherborne Schools Group properties, including minor joinery, plumbing, decoration and general building repairs.
- Undertake repairs such as replacing lamps and lighting tubes, repairing doors, locks, handles and furniture, changing tap washers, and making good damaged surfaces.
- Assist with the maintenance and appearance of external areas, including clearing gutters and drains, litter picking, sweeping and keeping pathways free from hazards.
- Liaise with the General Trades Supervisor to plan, prioritise and complete daily work schedules

efficiently.

- Follow planned maintenance schedules and respond promptly to maintenance requests.
- Inspect reported issues, assess maintenance requirements and complete repairs wherever possible during the initial visit.
- Escalate and report more complex maintenance issues, ensuring appropriate follow-up action is taken to achieve a timely resolution.
- Complete and maintain accurate records relating to work orders, materials used, hours worked, inspections and risk assessments.
- Use communication equipment effectively and maintain regular contact with the Estates and Facilities team.
- Monitor stock levels and request materials, equipment and supplies as required to support maintenance activities.
- Work collaboratively with colleagues, contractors and other departments to ensure the effective delivery of maintenance services across all Sherborne Schools Group sites.
- Assist with minor facilities, porterage and site support duties as required.
- Attend relevant training and development activities to maintain skills and compliance requirements.
- Respond to daytime fire alarm activations and assist with emergency procedures when required.
- Ensure all work is carried out in accordance with Health and Safety legislation, policies, procedures and safe working practices.
- Report any maintenance, health and safety or safeguarding concerns promptly through the appropriate channels.
- Promote and safeguard the welfare of children and young people in accordance with the Group's safeguarding policies and procedures.
- Undertake any other duties commensurate with the nature and grade of the post as may reasonably be required.

***Other responsibilities***

- Undertake any other reasonable duties as required by Head of Estates, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

**Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Head of Estates**

***Person Specification...***

| | Essential | Desirable |
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| **Qualifications and Experience** | • Previous experience in a building maintenance, facilities, estates, or property maintenance role.<br>• Working knowledge of building systems and infrastructure, including accommodation and occupied buildings.<br>• Experience of delivering a high-quality maintenance or customer-focused service.<br>• Full UK driving licence.<br>• Educated to GCSE level (or equivalent), including English and Mathematics. | • Experience of maintenance work within a school, boarding, hospitality, care, or similar service environment.<br>• Experience of working within an educational setting or alongside children and young people.<br>• Relevant qualification in facilities maintenance, building maintenance, a trade discipline, or equivalent practical experience.<br>• Basic knowledge of health and safety legislation and safe working practices. |
| **Skills and Abilities** | • Commitment to delivering excellent customer service.<br>• Ability to work independently and use initiative to solve problems effectively.<br>• Strong organisational skills with the ability to prioritise workloads and meet deadlines.<br>• Good attention to detail and a high standard of workmanship.<br>• Ability to follow planned maintenance schedules and complete tasks efficiently.<br>• Effective verbal and written communication skills.<br>• Ability to build positive working relationships with colleagues, contractors and other stakeholders.<br>• Ability to work flexibly as part of a team across multiple sites. | |
| **Personal Attributes** | • Practical, proactive and solution-focused approach to work.<br>• Reliable, dependable and | |

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| | professional manner.<br>• Positive attitude with a willingness to support colleagues and undertake a varied workload.<br>• Desire to make a positive contribution to the school environment.<br>• Flexible and adaptable in response to changing priorities and operational needs.<br>• Commitment to safeguarding and promoting the welfare of children and young people. | |

**Training Requirement for the Property Maintenance Operative – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.**

| **Training** | **To be completed by** | **Frequency of training** |
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| Safeguarding (Child Protection) and Prevent Training | Within the first week of employment | As required |
| Induction training with Line Manager | Within the first week of employment | |
| GDPR | Within the first week of employment | As required |
| Display Screen Equipment (DSE) User | Within the first week of employment | As required |
| Fire Awareness | Within the first week of employment | As required |
| Manual Handling | Within the first week of employment | As required |
| Working at Heights | Within the first week of employment | As required |
| Asbestos Awareness training | Within the first week of employment | As required |
| Legionella Awareness training | Within the first week of employment | As required |
| Emergency First Aid at Work Training | Within the first term of employment | As required |

**Salary:** **Salary £26,520.00 (£12.75 per hour)** per annum depending on skills and experience. Salary paid monthly in arrears direct into nominated bank account.

**Holidays:** Employees are entitled to 25 days' annual leave per year, in addition to Bank Holidays. Annual leave entitlement will increase by one day per completed year of continuous service, up to a maximum of 28 days per year, plus Bank Holidays.

Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Head of Estates taking into account busy periods.

**Pension:** The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

**Probationary Period:** In accordance with School policy, all appointments are subject to a six-month probationary period.

**Medical Self Declaration:** The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure (Police Check)/ References:** As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Postholder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

**Benefits**

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

***Method of Application:***

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - please do not send in a curriculum vitae as we are unable to use them when short listing.

Alternatively, please download and complete the Sherborne Schools Group Application Form (Word document) available at https://www.sherborneschools.group/group-vacancies and return it to hr@sherborne.org

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| In the event of any queries please contact: | Human Resources<br>Sherborne School<br>Tel: 01935 810502<br>Email: recruitment@sherborneschools.group |
| Closing date for applications: | 9.30am – Wednesday 11 November 2026 |
| Interviews likely to take place: | Thursday 19 November 2026 |

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

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| Anticipated start date: | As soon as possible |