



SURBITON

HIGH SCHOOL

Job Description

Job Title: Maintenance Assistant

Job Purpose: The Maintenance Assistant will be responsible for all aspects of maintenance on the School sites, including all buildings and grounds, assisting to ensure a safe and secure environment. In addition, the postholder will provide caretaking services where required.

Reporting Line: Head of Maintenance

Start Date: March 2024

Tenure: Full-time, Permanent (37.5 hours per week on a shift basis)

Salary: Competitive based on Surbiton High School Pay Scale (starting from £27,385 per annum)

Context Surbiton High School is on 11 sites: The main Senior School; a purpose built Sixth Form; Girls' Preparatory School; Boys' Preparatory School; Surbiton Assembly Rooms; Mary Bennett House; Charles Burney House, a thirty-three acre Sports Ground at nearby Hinchley Wood, Sports Grounds at Oaken Lane, The Boat House at Trowlock Way and the Staff House.

Key Responsibilities:

Site Maintenance:

- To assist with the heating and lighting of the premises, including frost precautions
- To keep the grounds neat, tidy and clean
- To ensure that all drains, gullies and low level gutters are free and flowing clean
- To PAT test all high risk areas on a bi-annual basis or when required
- To clear pathways of snow and ice and treat them as required
- To assist with the renovation/refurbishment of buildings; repairs, replace and fix carpet, plaster and drywall; painting building structures
- To assist with keeping an inventory of tools and power equipment and ensure they are kept in good repair in line with current legislation
- To investigate any system failures in heating, lighting, water, sewerage, and electric circuits, and to make minor repairs where appropriate, and in consultation with the Head of Maintenance to bring in appropriate contractors when necessary
- To take responsibility of jobs assigned by the Head of Maintenance and ensure all works are completed

Security:

- To assist with ensuring the security of the School premises and its contents, both in term-time and school holidays, including routine and non-routine (e.g. emergencies), opening and closing and during lettings, reporting any emergencies outside own areas to the relevant line managers
- To be a key holder and to be on call for emergencies
- To open/close all appropriate external gates, doors, windows
- To ensure access for emergency services to site and assist as requested
- To carry out visual security checks of the premises on all days when the school is completely closed
- To check for any break-ins or forced entry and inform the police if necessary



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Safety:

- To check and keep register of all fire equipment e.g. extinguishers, smoke detectors, heat detectors, bells and press buttons, hose reels, dry/wet risers and hydrant points. Liaise with the fire brigade when routine maintenance is carried out on these
- To assist the Fire Manager to arrange fire practices

General:

- To ensure that maintenance requests are well monitored and reflect the current status of outstanding work
- To set up for events and clear up as requested when necessary
- To assist with erecting fixed sports equipment at the beginning of the season and take down and store away at the end when necessary
- To drive school minibuses and assist with transport as required
- To assist with traffic flow and parking at all school sites when necessary
- To accompany outside contractors and other workmen having business on the premises where necessary
- To take and collect urgent post and local deliveries in accordance with the priority timescales when necessary
- To receive deliveries of stores, including teaching supplies, materials and other goods, and arrange storage with relevant staff, when necessary
- To ensure that the Head of Maintenance is kept informed of the status of maintenance and outstanding jobs and is immediately informed of problems / issues so they can be escalated where necessary
- To maintain a maintenance rolling programme under consultation with the Head of Maintenance
- To carry out any other duties as reasonably requested



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Person Specification

The successful candidate will be likely to fit the following profile:

Experience and Skills

- Be able to carry out general repairs and maintenance to a high standard
- Have practical knowledge of vehicle and machinery maintenance
- Experience of driving a minibus preferable, with D1 or equivalent
- Possess a clean driving licence
- Experience of working across multiple sites and being able to prioritise work
- First Aid (training could be offered)

Personal Qualities and Attitudes

- A team player with the ability to work independently as well as part of a team
- Good communication skills
- Able to self-direct and take initiative and responsibility
- Reliability and integrity
- Flexibility and adaptability
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- Committed to Surbiton High School's ethos



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Application Details

Please apply online via the link on the TES, the Guardian or our School [website](#)

Interviews to be held on ad hoc basis, so please submit your application early
Final Deadline for applications: Tuesday 13 February 2024

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1.600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to remain a leading school of choice (rated 'excellent in all areas' by ISI 2023).

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.