



ICSLONDON
INTERNATIONAL SCHOOL

Shaping the world

Maintenance Assistant Application Pack





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Welcome to ICS London

On behalf of myself, the senior leadership team, my colleagues, our students and our whole community, I would like to thank you for your interest.

Our vision extends to creating a community of compassionate and inspired global citizens. Embracing inclusivity, we acknowledge the uniqueness of every child and maintain a delicate balance between academic and pastoral support. Our staff ensures that each student is treated as an individual, fostering a personalised and innovative approach to learning.

Our commitment to small class sizes and a tailored learning approach has yielded remarkable results, including a 100% pass rate, an IB diploma point score average significantly higher than the world average, and a 100% acceptance rate into first-choice universities. ICS London consistently ranks among the top 10 IB small schools in the country. Embracing students from diverse backgrounds—representing over 65 nationalities—our commitment to diversity fosters an environment where students from various cultural backgrounds learn and develop together. We actively promote kindness, compassion, and respect, caring for ourselves, our global community, and our environment.

At ICS London, we are all lifelong learners, committed to becoming our best selves. Our teachers create a nurturing classroom environment while providing an appropriate level of challenge. We encourage students to embrace failure and mistakes as opportunities to reflect and learn. Every member of our community is urged to be innovative and discover their full potential. We teach resilience by consistently striving to do the right thing, even when faced with challenges. Upholding values such as honesty, open-mindedness, reliability, and fairness, we prepare every child to make a positive impact in an ever-changing and increasingly challenging world.

ICS London transcends being just a school; it is a second home. As you step through our doors, you will sense the incredible support and a place where students feel a profound sense of belonging. I strongly encourage you to visit us and experience it firsthand. We look forward to welcoming you to ICS London.

Mona Taybi
Head of School



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About ICS London

Established in 1979, the International Community School (ICS) has over 40 years' experience in educating, enlightening and engaging a global community.

Recently named as one of the best small independent schools in the UK by the Daily Telegraph, ICS is an International Baccalaureate (IB) World School based in the heart of central London, nestled between Marylebone and Paddington. A day school for students aged 3-18 years, ICS offers all three International Baccalaureate programmes. An innovative academic curriculum, alongside outstanding co-curricular opportunities and a highly individualised approach to personal development make the school a unique, exciting and holistic educational offer for international, as well as British families.

Our students achieve excellent examination results in external exams at MYP and Diploma and enter competitive university programmes around the world including the UK and the USA. A successful and highly regarded English Language Summer School – certified through the British Council - completes the academic provision of the School. ICS is a member of the Independent Schools Association, a prestigious organisation comprising over 500 of the best independent schools in the UK and beyond.

International Community School, London is one of the leading, 'premium brand' schools within the Globeducate group, and both the ICS main school and the ICS summer school enjoy an excellent reputation. ICS joined the Globeducate group in 2018.



About Globeducate

Globeducate is one of the leading international K12 education groups in the world, a network of 65+ premium bi-lingual and international schools, as well as online programmes, educating 40,000 students in 11 countries.

At Globeducate, we believe that our students will only succeed in the world of tomorrow, if they are prepared for the challenges that they will face. The world is changing at an incredible pace, and our planet is facing unprecedented social, economic and environmental challenges.

In addition to providing an excellent education, we ensure that our students build character, learn skills and develop abilities beyond the purely academic. Our students have a voice, and we give them the power to act and help build a more equal, fair and sustainable world.

We prepare each student to become a global citizen who can shape the world.

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Job title

Maintenance Assistant

Reporting to

Facilities Manager and
Deputy Head of School

Location

Based at ICS London Secondary site, 21 Star Street, London W2 1QB
Regularly visiting the Primary site, 7b Wyndham Place, London, W1H 1PN (10 minutes walk from our Secondary School)

Salary

Competitive

Start date

April 2025

Appraisal

On an annual basis via self/peer/line-manager appraisal

Terms of employment

Full Time permanent contract, 40 hours per week

6 month probation period.

You may be required to attend workshops, events and training occasionally on evenings/weekends.

Purpose

The Maintenance Assistant will help maintain the build and natural estate, providing a safe, secure, and well-maintained environment that encourages learning and complies with all legal requirements and statutory responsibilities. The role will involve a variety of tasks, ranging from reactive repairs to planned maintenance tasks, all while working closely with the Facilities Manager.

ICS London Inclusion Statement

We believe in increasing opportunities for children to access a quality IB education

We believe that an inclusive approach is enriching to the entire school community

We believe that inclusion aligns with our vision - 'Compassionate and Inspired World Citizens'

We believe that inclusive environments develop empathy and an understanding of others and one's self

We are proud that we successfully include children with a variety of linguistic, cultural, emotional and mild, moderate and intensive learning differences in our school. We are a team of teachers, therapists, specialists and leaders who work together to share responsibility for all children.

Our goal is that every adult and child is active in building and maintaining a culture of respect and understanding. We ensure that every student is an equally valued member of the school community. We provide an environment where students learn, progress, and are happy.

The Roles and Responsibilities

Reactive Maintenance:

- Promptly respond to maintenance requests, performing repairs and maintenance to buildings, facilities, assets, and infrastructure within your competence, ensuring safety and high standards.
- Escalate any maintenance issues beyond your competence to the Facilities Manager promptly.
- Assist and support external contractors carrying out reactive maintenance tasks by meeting them at reception, escorting them to the relevant area, providing assistance (as required within your competence), and reviewing the completed worksheet before the contractor leaves.
- Refer to the relevant building asbestos register before starting any works that may disturb asbestos-containing materials.

Planned Maintenance & Compliance:

- Conduct regular inspections of the school to identify any issues with the building fabric, furniture, fittings, and equipment, especially those that pose a danger or affect the security or functionality of the building.
- Carry out repairs and maintenance within your competence based on the outcomes of inspections.
- Perform routine inspections and tests on life safety systems (e.g., fire extinguishers, fire alarms, emergency lights).
- Complete planned preventative maintenance tasks, such as checking fire doors, first aid kits, tap temperature monitoring, and flushing infrequently used outlets.
- Ensure all hand tools and equipment are maintained, serviced, and kept in safe working order.
- Work with the Facilities Manager to ensure compliance with health and safety legislation, school policies, and procedures.

General Duties:

- Maintain records of all maintenance work and inspections for reference and compliance.
- Receive deliveries of stores, materials, and other goods, and move them to their designated storage/distribution points.
- Use stepladders, leaning ladders, and fall restraint equipment to safely work at height.
- Segregate and dispose of waste following school policies.
- Support the department in keeping the sites clean, safe, and well-presented.
- Assist with setting up and dismantling furniture/equipment for school events as required.
- Collaborate with other colleagues within the Operations department, for areas of overlapping responsibility.
- Act as a fire warden, serving as the first point of contact for emergency services when required.
- Undertake any other tasks within capability as reasonably requested by SLT Team.

Related to Health and Safety:

- Ensure compliance with all relevant health and safety regulations and school policies.
- Carry out risk assessments prior to maintenance tasks and take appropriate safety precautions.

Related to Portering:

- Transfer goods and materials delivered to the school to appropriate locations.
- Assist with assembling goods received and report any defects.
- Regularly set up and clear away furniture, equipment, and other items as required.

Related to Cleaning and Welfare:

- Serve as the main point of contact for cleaning contractors.
- Ensure high cleaning standards are maintained throughout the school premises.
- Keep all outdoor areas clean and tidy (e.g., litter clearance).
- Provide emergency cleaning as needed.

Training

- Organise mandatory training
- Monitor and maintain records of training

Others

The postholder may be required to perform duties other than those outlined in the job description. These duties and responsibilities may vary from time to time, without changing the general nature of the role or the level of responsibility involved. Any significant changes will be discussed with you in advance.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Head.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all school related matters.
7. ICS London has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. This post is defined as regulated activity and all appointments are subject to Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, Disqualification from childcare check (if applicable). During the interview, all candidates will be asked to talk through their applications, including periods when they were not working. ICS London is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification

Qualifications:

- GCSEs or equivalent in relevant subjects (e.g., English, Maths).
- Health and Safety Certification (e.g., Basic Health and Safety Awareness) is desirable.
- First Aid Certificate is a bonus but not essential.
- Manual Handling Training or similar desirable

Experience:

- Experience in a maintenance or general handyman role, ideally within a school or commercial setting.
- Hands-on experience with basic repairs (e.g., plumbing, electrical, painting, joinery, etc.).
- Previous experience with tools and equipment commonly used in building maintenance.
- Experience in performing routine inspections and identifying maintenance issues.
- Experience in working with contractors and reporting maintenance issues is beneficial.

Skills:

- Basic Technical Skills in plumbing, electrical, heating systems, and general repairs.
- Problem-Solving Skills to identify and fix issues quickly and effectively.
- Strong Communication Skills for reporting maintenance needs and collaborating with colleagues.
- Attention to Detail when performing inspections or completing tasks.
- Time Management Skills to prioritize tasks and complete maintenance work efficiently.
- Teamwork and Collaboration skills, working alongside other maintenance staff or contractors.
- Basic IT Skills for reporting issues and completing any required maintenance records





How to apply

Candidates are requested to submit their application form using the TES portal.

No other form of application will be accepted unless under exceptional circumstances. If you are unable to apply online due to a disability, then please contact ICS London Human Resources.

- Closing date for applications:
- We reserve the right to shortlist and appoint before closing date should an exceptional candidate apply.
- We are not able to offer visa sponsorship for this post. Candidates must have British or eligible visas to work in the UK.

ICS London has a commitment to safeguarding and promoting the welfare of children and young people and as such this post holds safeguarding responsibilities. This post is defined as regulated activity and all appointments are subject to satisfactory references, Online Recruitment Searches, Enhanced DBS checks/Overseas Police Checks and Prohibition check, Overseas Teaching Sanctions check, and Disqualification from childcare check (if applicable). Online checks will be carried out on all shortlisted candidates and candidates will be asked to talk through their applications during the interview, including periods when they were not working. ICS London is committed to equal opportunities. This post is exempt from the Rehabilitation of Offenders Act 1974. We reserve the right to shortlist applications before the closing date and to appoint an outstanding candidate should one present themselves.

If you have any questions, please contact HR on recruitment@icslondon.co.uk