

Maintenance Assistant



St Mary's School
C A M B R I D G E

Start date - ASAP

St Mary's School
Bateman Street
Cambridge
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T: 01223 353253

hr@stmaryscambridge.co.uk

Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of around 600 students. Approximately 15% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from around 30 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to have opened our Mary Ward Educational Suite in January 2024 which provides new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

St Mary's School promotes equal opportunity for all staff and pupils and is committed to its culture of diversity and inclusion. We encourage applications from candidates from a wide range of backgrounds.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Hannah Helliar

The St Mary's Approach

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

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| H – Hard work | We show perseverance and sustain focus. |
| E – Empathy | We are kind, joyful, generous, value friendship and celebrate diversity. |
| A – Adaptability | We adjust to difficult situations, are open minded, discerning and take calculated risks. |

R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.
Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.	

Last year the school celebrated its 125th anniversary. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

Innovative Learning at St Mary's

We empower all our students to aim high. As an accredited High Performance Learning World Class School there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

Digital St Mary's

St Mary's is a digital school. The goals of the School are supported through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which is used extensively in lessons and for home learning.

Job Description: Maintenance Assistant

Job Title: Maintenance Assistant

Reporting to: Operations Manager (or during absence, the Asst Operations Manager)

Key Objectives: Excellent planned and reactive maintenance of the school's estates to ensure a high quality and safe environment

Hours of work: 40 hours per week, all year round, to be worked in the alternating shift patterns:

- Shift 1: 06:00 – 14:30 (Term Time only)
- Shift 2: 12:30 – 21:00 (Term Time only)
- 08:00 – 17:30 (School holiday periods)

These hours include a 30-minute unpaid lunch break. The role requires the role holder to be 'On-Call' on a rotational basis.

Key Responsibilities:

To assist the Operations Manager with the ongoing maintenance and upkeep of the school estates and vehicles, including:

- Carry out general maintenance tasks and duties.
- Carry out reactive and planned remedial works.
- Ensure all PPM's are completed within the timeframes and arrange for any resulting remedial work to be done.
- Carry out seasonal work such as path gritting, leaf clearing and as instructed by the Operations Manager.
- Ensure all legal documentation is kept electronically up to date.
- Order equipment and supplies, ensuring costs stay within budget.
- Assist the Operations Manager with the ongoing maintenance plan across the school site.
- Carry out repairs and maintenance tasks which include carpentry, decorating and general labour.
- To take part in dealing with day-to-day requests for repairs across all sites.
- Maintain full compliance with both statutory and regulatory requirements and adhering to school policies at all times.
- Oversee and monitor contractors whilst working on site, ensuring they follow school safeguarding policies.
- Maintain effective levels of essential materials and equipment to ensure tasks can be carried out at all times.
- Ensure all tools and equipment is well maintained and safe to use. Arrange for repairs and regular servicing where required.

- Assist with the Porters with moving furniture, equipment and the set-up of school events and any other porter duties as required.
- Driving school minibuses when required.

This job description is not necessarily comprehensive, and the post holder will be required to carry out such other duties as may be reasonably required within the general scope and level of the post.

Terms and Conditions

Full-time post

Monday to Friday, 52 weeks per year, with the requirement to work some weekends.

The role holder will be on a rota for emergency call outs and will be expected to attend site to deal with out of hours emergencies. Callouts will result in an additional call out charge being paid as well as overtime whilst on site.

No 'On Call' flat rate will apply.

All hours worked outside of the standard contract will be paid or given as Time in Lieu.

Benefits

- 25 days holiday plus Bank Holidays.
- 1 wellbeing day per year
 - Holidays must be agreed with the Operations Manager in advance
- Contributory pension scheme
- Fee remission of 33% for staff (pro rata for part-time staff) with a daughter at the School. This is in accordance with the school's policy which may be subject to change
- Free school lunch during term time
- Cycle to work scheme
- Childcare voucher scheme

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.

Person Specification:

	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • Good DIY and maintenance skills • Clean driving license 	<ul style="list-style-type: none"> • A recognised qualification in the maintenance or building trade. • A good understanding of electrical and heating systems. • D1 on driving licence or a willingness to achieve this.
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of working within a similar role • Experience in working with electrical tools, saws etc • A good level of computer skills including email and Microsoft Office 	<ul style="list-style-type: none"> • Working in an education environment • Basic knowledge of Health and Safety
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to prioritise workloads • Diligent and conscientious • Reliable and committed • Good team worker • Enthusiastic, friendly and approachable manner • Patient and calm under pressure • Ability to work with people at all levels • Ability to work as part of a team, or alone • Awareness of the need to always observe child protection safeguards 	

The above is not an exhaustive list of duties and you may be asked to assist with other tasks, commensurate with your skills and abilities.

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Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments, a season ticket discount and much more.

Equality, Diversity and Inclusion

St Mary's School is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit irrespective of race, religion or belief, pregnancy and maternity, marital status, sex, sexuality/gender preference, disability or age. You are not obliged to complete the Equal Opportunities Form, but any information given will help us monitor the effectiveness of our policies and procedures.

If you have a disability, you are invited to request any special arrangements that you may require for interview or any adjustments that you would consider necessary to your working arrangements by contacting our Human Resources department (hr@stmaryscambridge.co.uk, 01223 353253).

Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: hr@stmaryscambridge.co.uk or call: 01223 353253.

Closing date: 03 March 2026

Interview date: 09 March 2026

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.



St Mary's School
CAMBRIDGE