

Exeter School

Exeter School invites applications for the post of

**MAINTENANCE HAND**

This is a full-time position.

**JOB DESCRIPTION**

The job title is:

**General Maintenance Hand** to include **Swimming Pool Maintenance** and **Lifeguarding Duties** at Exeter School.

The post holder is responsible to the Estate and Facilities Manager, but on a daily basis work will be directed and tasks set by the Maintenance Team Leader.

**Duties**

In general, the duties required of the post holder are to work as an individual or as a team member of the Maintenance Department in assisting in the running of the School by providing the following key duties:

* Mechanical maintenance, repairs and installations.
* Swimming pool operation and maintenance.
* Provide holiday / absence cover for the Swimming Pool Supervisor.
* Lifeguarding duties.
* Must be computer literate.

Also and not limited to:

* Carrying out general maintenance and repairs to School’s equipment, fixtures and fittings to the post holder’s technical ability and qualifications.
* Moving furniture, equipment, and assisting in room set ups when required.
* Handling day-to-day queries from staff and visitors.
* Provide evening and weekend cover for School functions where and when required.
* Providing site security in or out of School hours.

Owing to the nature of the work, the post holder must remain physically fit, be able to swim and to undertake general lifting and other physically demanding tasks.

A minimum of City & Guild NVQ Level 2 Plumbing & Heating qualification (or equivalent in proven experience) is required but not essential.

Desirable Qualifications:

* Pool Plant Operator
* NPLQ Lifesaving

Full additional training will be given if required to the successful applicant.

The place of work will normally be at Exeter School, but the Employer reserves the right to require the post holder to work at any premises within three miles of the principal place of work.

**Remuneration:** The basic salary is £22,135 per annum dependent on qualifications and experience. This is reviewed on 1st September annually, in common with all Exeter School employees.Salary is paidin arrears via BACS to a nominated account at monthly intervals by the last day of the month.

**Hours of work:**  The normal hours of work are 8.00am to 5pm, Monday to Friday inclusive, with two breaks of fifteen minutes and with an hour break for lunch. Lunch is provided free of charge during term time only. Some overtime working will be required, usually during the week, but occasionally at weekends, on a rota system. When authorised it will be paid at one and a third time on weekdays, one and a half time on Saturdays and double time on Sundays and Bank Holidays. Regardless of actual working hours overtime will be paid on the basis of a 37.5 hour week.

**Holidays:** The post holder is entitled to 22 days paid holiday, in addition to Public Holidays, at times to be agreed in advance with the Estate and Facilities Manager. The holiday year runs from 1 September until 31 August.

**Pension.** The post holder will be eligible to join theSchool’s group personal pension scheme after three months in post. Currently, the School contributes 8% of salary (13% after five years), and the employee 3.5% (8% after five years).

**Child Protection:** Exeter School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Employment is subject to the receipt of two satisfactory references provided specifically for this post and addressed to the School, and to a satisfactory Criminal Records Bureau Disclosure.