



# MILTON ABBEY

**Co-educational boarding and day school for ages 13 - 18**



**Site Maintenance Operative/Caretaker**  
Required as soon as possible  
**Information for applicants**



## Coeducational boarding and day school for ages 13 - 18

### Background Information

In a recent ISI inspection, Milton Abbey, a co-educational day and boarding school for ages 13-18 situated midway between Blandford and Dorchester, was judged as being 'highly successful in achieving its aim to enable each pupil to achieve their academic potential'. The report also praised the School's 'excellent' teaching provision and highlighted its 'carefully structured and broad curriculum'. Milton Abbey is proud to offer the broadest range of vocational subjects in the independent sector, alongside GCSEs and A Levels. Milton Abbey is committed to the individual and delivers an education that is meant to challenge, stretch and develop young men and women into leaders and assured adults who possess confidence without arrogance. Milton Abbey prides itself on its ability to deliver a bespoke education, tailoring each pupil's education to make the most of their individual skills and talents so that they can achieve their potential both inside and outside the classroom. At Milton Abbey's heart is a philosophy of developing each and every girl and boy into fully rounded people academically, culturally, spiritually, and within a caring, supportive environment. We are an inclusive school, and are ambitious for every pupil. Success, in whatever form, is celebrated.

The School became fully co-educational from September 2012 and joined the Round Square group of schools in 2013. Current development projects include a new Centre for Countryside Management and Equine Studies and a new Art Centre and Gallery. All these exciting developments have been underpinned by Milton Abbey's commitment to the pillars of Round Square IDEALS, namely international understanding, democracy, environmental awareness, adventure, leadership and service.

The School lies in a wooded valley and occupies the site of a former Benedictine Monastery, founded over 1000 years ago. The two remaining Monastery buildings, the Abbey (which is used as the School Chapel) and the Abbot's Hall (which is used as the School Dining Hall), around which a Georgian mansion was built in the late 18<sup>th</sup> Century, accommodate two houses. Modern facilities on a par with much larger schools have been added including a Music School, Art School, classrooms and laboratories, an ICT centre, a fully stocked library, Technology workshops, a 370 seat theatre, a 25 metre indoor pool, recreation hall and full sized astro-turf. The school has stabling for up to eight horses, a pheasant shoot, an ambitious self-sufficiency market garden project, pigs, sheep and chickens.

The school is run by the Headmaster, supported by the Deputy Head, a teaching staff of 40 and has a capacity of 300 pupils. All staff appointed are expected to contribute to the boarding ethos of the school, supporting both the Deputy Head with pastoral work and the Director of Adventure Training & Activities with a full and busy games programme. Candidates are encouraged clearly to celebrate their conventional, and unconventional, interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

For more information please see the school's website: [www.miltonabbey.co.uk](http://www.miltonabbey.co.uk)



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### SITE MAINTENANCE OPERATIVE / CARETAKER

We are seeking to appoint a Site Maintenance Operative /Caretaker to assist in the day to day maintenance and operation of the school site, ensuring its safe and efficient use at all times by pupils, staff, visitors and hirers. The job will involve lifting and carrying, working at height or in enclosed areas. You should be flexible, adaptable and presentable, have a working knowledge of Health and Safety rules and the ability or experience of undertaking repairs to furniture, equipment and premises internally and externally.

In addition you will provide efficient and effective caretaking support to the School. Duties will include: locking and unlocking buildings, monitoring fuel tanks and boilers, dealing with out of hours breakdowns or emergencies and providing 24 hour cover for the school. The successful candidate will work a shift system of days/nights on alternate weeks ensuring the security and general appearance of the buildings are maintained to an excellent standard. To enable emergency and out of hours cover you will be provided with free on-site accommodation.

The successful candidate will have a security and/or maintenance background and be able to work without direct supervision but also as part of a team, with a good understanding of commonly used IT systems (e.g. Microsoft Word). Basic DIY skills are essential and knowledge and practical understanding of Health and Safety procedures would be an advantage, as would experience of working in a School environment with children and young adults.

### JOB DESCRIPTION

<b>POST TITLE:</b>	Site Maintenance Operative/Caretaker
<b>DEPARTMENT:</b>	Maintenance
<b>JOB PURPOSE:</b>	To work as part of the Maintenance support team as a Maintenance Operative and to be responsible for the security and safety of the school buildings and site
<b>RESPONSIBLE TO:</b>	Facilities Manager through the Estates Administrator

This post will be covered by two individuals working the following routine to fulfill the Maintenance operative and caretaking role on an 8 hour shift basis together with overnight and weekend cover.

Morning/Afternoon: Monday to Friday 06.30 – 14.30 maintenance work followed by a weekend off until 1430 on the following Monday.

Afternoon/Night: Monday to Friday 1430 – 1830 security and maintenance work and 1830 – 0630 overnight duties and the following weekend switching to days for the following week.

Weekends: Saturday 0630 to Monday 0630.

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Specific responsibilities include the following, although this list is by no means exhaustive:

#### DUTIES & RESPONSIBILITIES

##### Site Maintenance

- To respond to job requests and within the expertise and experience of the post holder to undertake repairs, refurbishment, maintenance including include general electrical (fuses etc.), carpentry, plumbing, heating and ventilating, masonry, glazing, painting tasks and cleaning as required and report any unresolved matters
- Detecting any defects and malfunctions, promptly raising a digital Job Request where appropriate to record the requirement, reviewing this with the Estates Administrator and where required repairing, and refurbishing the same
- To ensure that all areas are kept safe from hazards and in particular that passageways and corridors leading to emergency exits are kept clear of chairs, cupboards and other objects which would obstruct proper access
- Maintain professional development by attending training sessions as required
- Read and understand site and building floor plans
- To cover duties of other site maintenance staff on an immediate basis in the event of sickness or absence.

##### Security

- To be a registered key holder and when on duty to be available for emergency call out at any time during the year, day or night
- From a base in the Porter's Lodge and working across the site to be responsible for maintaining the security of the site premises and contents
- Daily opening and closing of school buildings and facilities (e.g. Swimming Pool) including the Abbey Church and Public Toilets. Liaison with the Admissions Department to open spaces for prospective parent and student visits. To include evening and holiday use at times arranged by the Bursar
- Carry out a lock down procedure at exeats, half term and end of term to ensure the buildings are properly secured and fire and security risks minimized
- Maintain a presence around the school following agreed routes both outside and inside the buildings to deter intruders and detect any irregularities
- Respond to and reset the school alarms, liaison with the police and the alarm company
- Respond to security problems, check and secure the school premises subsequent to out of hours intruder alarm activation
- Act as a main Key Holder and be the first point of contact in an emergency callout situation
- Monitor the Access Control System and Intruder Alarms
- Undertake tests of the school emergency Electrical Generator and be responsible for ensuring this is in good operating condition. Respond to power outages in the prescribed manner.

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### General

- React when on duty at unsociable hours or at weekends both during term-time and holidays to deal with problems; make emergency repairs or allow access to any contractor or service engineers who may be working on the site
- Visit Boarding Houses and other buildings on a daily basis and be proactive in reporting and undertaking maintenance tasks
- Ensure that clear passage is maintained on fire escape routes and that fire doors are kept closed
- Clean up spillages and deal with leaks in accordance with good Health & Safety practice
- Manage car parking for major events as required by the Bursar. This will occasionally require the dual employment of both Site Maintenance Operative/Caretakers
- Any other tasks requested by, or deemed appropriate by, the Bursar & Deputy Headmaster.

### Heating, Lighting and Water

- Ensure heating plant and equipment is operating efficiently and effectively and make any adjustments as necessary. Report any failure of equipment
- Check oil tanks, Biomass Wood Pellet stores and LPG levels. Oversee deliveries providing the Estates Administrator with a record of stock and deliveries
- The switching off of all lights and appropriate electric plug sockets
- Ensure that all lights and heating are working effectively
- Monitoring and setting of heating controls and boilers
- Resetting of Swimming pool pumps and boilers when there has been a power outage
- Be aware of the location of and access keys for all fuse boards, stopcocks, Gas and Electricity meters. Read Gas, Electric and Water meters as required
- Ensure that the boiler houses and electrical spaces are kept clean and tidy and ensure no flammable material is stored there.

### General Information and Requirements

- The Site Maintenance Operative/Caretaker will need to process information via the School's computer systems. Relevant training will be given if required.

### Experience, Knowledge and skills

- General Maintenance skills are essential. Knowledge of commercial cleaning practices and equipment would be beneficial.
- Knowledge and practical understanding of Health and Safety procedures and risk assessments
- Experience of working in a School environment with children and young adults
- Ability to work without direct supervision but also as part of a team
- Ability to liaise with all School staff as well as contractors and suppliers

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- Confident knowledge and experience of IT systems
- Excellent interpersonal skills are considered essential as are well developed organisational skills
- Ability to represent the organisation with confidence and credibility
- Self-motivation and high standards and expectations. Attention to detail and quality whilst securing best value
- Enjoy working in a large and busy environment
- To be positive and engaging
- Ability to work within a team and communicate with clarity and accuracy

### TERMS OF APPOINTMENT

The following provide guidance, without prejudice, on the likely main provisions of the Contract of Employment.

**Hours:** This is a full-time post, 52 weeks per year. The post will be covered by two individuals working the following routine to fulfill the Maintenance operative and caretaking role on an 8 hour shift basis together with overnight and weekend cover.

Morning/Afternoon: Monday to Friday 06.30 – 14.30 maintenance work followed by a weekend off until 1430 on the following Monday.

Afternoon/Night: Monday to Friday 1430 – 1830 security and maintenance work and 1830 – 0630 overnight duties and the following weekend switching to days for the following week.

Weekends: Saturday 0630 to Monday 0630.

**Holidays:** The salary is inclusive of 5 weeks paid holiday (which includes payment for Bank Holidays). Public holidays falling when pupils are in School during term time are working days. Ideally, leave will be taken during School Holidays and will be authorised by the Bursar. A month's notice of intended leave is to be given. Up to 4 days may be designated by the School to be taken over the Christmas period, usually between 24<sup>th</sup> December and 1<sup>st</sup> January.

**Salary:** £16,472 per annum plus free on-site accommodation.

**Probation:** The position is subject to a six month probationary period, which may be extended.



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- Pension:** The School complies with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the employee in a pension scheme when required by law.
- Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.
- Criminal Background Check (DBS):** As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.
- References:** In addition, all new employees are required to provide two satisfactory references, one of which should be from a previous employer. The School may also contact any previous employer, where the position has involved working with children or vulnerable adults.
- On-site Accommodation** The post holder will be required to live in School accommodation which will be provided rent free to allow the post incumbents to react to emergencies and incidents on a 24 hour basis. The Site Maintenance Operative/Caretaker's Line Manager will monitor the output of normal activity responding to these emergencies and incidents and allow appropriate rest and recuperation to compensate.

### **APPLICATIONS**

Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. Attention will need to be given by the candidates as to the way in which they expect to transfer their experience to date to this post in a school environment. Further details may be obtained from our website or from HR email [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) or telephone 01258 880484.



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**Please address your letter to the Bursar and send the letter, cv and application form to:**

Miss Lynne Hughes  
HR Administrator

**By post**

Milton Abbey School  
Blandford Forum  
Dorset  
DT110BZ

**Or by email**

[hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk)

**Closing date for applications is noon on Friday 5<sup>th</sup> January 2018.** We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

**Interview**

Candidates invited to interview should bring the following original documents. Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, ie current photocard driving licence, passport or a full birth certificate.
- Proof of address documentation, ie a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, eg. marriage certificate, to confirm change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.