

The Department

The Sherborne Girls estate complements its heritage, including a mix of old and modern facilities within well-established and picturesque grounds. The Facilities Management department has a long-established approach to operating and maintaining the estate, with in-house technical and trade capability. As a full-boarding school Sherborne Girls has a growing need in the scale of caretaking and maintenance requirements, along with work associated with minor building and refurbishment projects relating to the School's overall strategy. Members of the Facilities Management department work together as an effective team in support of a range of School activities and projects.

The maintenance team, forms part of the Facilities Management department. The team undertake general maintenance duties to enable the smooth running of the full estate and all the various activities which take place within the School.



Sherborne Girls is an independent full boarding and day school founded in 1899. It is situated on a beautiful campus on the western edge of the historic Abbey town of Sherborne and has an excellent academic record combined with first-rate facilities. It aims to give its pupils (aged 11 - 18) a broad and balanced academic, physical, social and moral education. The school has an Anglican foundation. Academic results are excellent at GCSE and A Level.

There are very good relations with neighbouring schools; drama, music, social and academic life are greatly enhanced by shared activities and resources. The range of subjects offered in the Sixth Form are increased by working in partnership with Sherborne School and The Gryphon School.

Job Description for Maintenance Technician

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:	To carry out general repairs and maintenance of existing infrastructure and have effective working relationships with staff particularly when working in the Boarding Houses
Responsible to:	Senior Maintenance Technician
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • Carry out a range of building maintenance duties to include but not limited to, joinery repairs, changing lamps and strip lights, fixing broken door handles and drawers, changing tap washers, making good small patches of damaged paintwork, clearing gutters and drains, litter picking and sweeping. • Liaise with the Senior Maintenance Technician to evaluate and organise the pattern of daily tasks. • Follow maintenance schedules as outlined. • Use radio communication equipment provided to seek immediate advice and assistance on issues not identified on the original order. • Inspect and verify the status of requested work making small repairs and adjustments as necessary.

	<ul style="list-style-type: none"> • If work cannot be completed within the first visit, make arrangements to ensure the completion of the task in liaison with the Facilities Manager. • Undertake paperwork associated with daily work orders, hours, materials and risk assessments. • Assist in ensuring that the requirements for School events are met, referring to the Deputy Bursar for clarification as necessary. • Request equipment and supplies for the purpose of maintaining inventory and ensuring the availability of items required to complete the necessary installation or repair. • Communicate with the Deputy Bursar, the Facilities Manager and other members of the Facilities team to ensure effectual completion of projects and maintenance of service. • Assist colleagues in a willing and positive manner including assisting with other duties as required. • Attend relevant training sessions as required. • Attend daytime fire alarm activations. • Maintain levels of Health & Safety in accordance with current legislation and policies. • Promote and safeguard the welfare of children and young persons. • Any other task that could reasonably be expected.
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of maintenance work • Knowledge of systems to be maintained eg accommodation areas • Experience of service delivery • Driving licence • Educated to GCSE level or above 	<ul style="list-style-type: none"> • Experience of maintenance work in a service type industry. • Experience of working in education or with young people. • Suitable qualification in facilities maintenance or the equivalent.
Skills and Abilities	<ul style="list-style-type: none"> • A commitment to customer service. • Ability to take initiative and prioritise. • Attention to detail. • Ability to work as a team. • Ability to follow a maintenance schedule. 	<ul style="list-style-type: none"> • Effective communication with a variety of stakeholders.
Personal Attributes	<ul style="list-style-type: none"> • A practical approach to issues and challenges • Desire to make a difference 	

Additional Information

Hours of work: This is a full-time position, 40 hours per week.

Salary: £20,000-£21,000

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks.

Benefits:

- Membership of the School's pensions scheme
- Free onsite parking
- Free lunches provided during term time
- Oxley sports centre discounted membership

Application Process:

- The closing date for applications 11 August 2021
- Interviews will take place on 17 August 2021.