



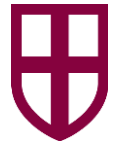
St George's

WEYBRIDGE

Candidate Information Pack

MAINTENANCE PERSON

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



“WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES”



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif

"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio

"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila





The Role

Job Title:	Maintenance Person
Line Manager:	Maintenance Manager
Responsible to:	The Bursar via the Head of Facilities
Salary:	Up to £28,303 per annum dependent on experience and qualifications
Hours:	40 hours per week on a variable shift pattern, to include some weekend working
Contract:	Permanent, 52 weeks per year

Main duties & responsibilities:

- To work across multiple sites carrying out duties as directed by the Maintenance Manager / Head of Facilities including setups and janitorial duties.
- Perform routine maintenance tasks, including plumbing, electrical work, carpentry, and general repairs.
- Conduct preventive maintenance (i.e. window/gutter cleaning) on infrastructure, equipment and systems to ensure optimal functionality.
- Carry out maintenance/painting to fixtures and fabric of buildings including door catches, window furniture, sills, hinges, toilet cisterns etc.
- Respond promptly to maintenance requests and address issues such as leaks, equipment malfunctions, and structural damage.
- Respond to requests for assistance in moving furniture and equipment, including set up for events.
- Assist in the smooth running of various school functions, meetings, or events when required. Some overtime may be necessary. These duties include assistance with moving furniture, car parking and other such tasks as may be specified.
- Inspect, diagnose and troubleshoot problems to determine appropriate solutions.
- Be able to work within a team to collectively complete works, but also on an individual basis where smaller works are required.
- Assemble and erect simple scaffolding or platforms in strict accordance with health and safety requirements. Training will be provided.
- Carry out minor maintenance tasks such as plastering, painting and decorating, joinery, plumbing disconnections and re-connections and the stripping out of redundant pipe-work etc.
- Leave all jobs in a clean and tidy state both during the work and in particular on completion.
- Carry out all work to a high, professional standard, in full compliance with health and safety and legislative requirements and SGW's internal policies and procedures.



The Role cont.

General:

- Liaise and work with other trades as required.
- To use St George's Weybridge's Facilities Management Software (TABS) in receiving, responding to and closing out requests.
- To attend meetings and training courses as required.
- To open and close college gates for coach exit on a rota basis.
- To accompany any non-DBS cleared facilities contractors as requested.
- To support all college Open Morning's for which overtime will be paid.
- Assist in the general duties of the Facilities Department as may be reasonably required by the Maintenance Manager or the Head of Facilities.
- Anything reasonably requested by the Head, the Bursar, or the Head of Facilities.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Example Shift Pattern:

In school term time (36 weeks per annum) on an alternating shift pattern:

Week 1: Mon/Tues/Wed/Fri/Sat/Sun – 7:00am to 4:00pm

Week 2: Mon/Wed/Thurs/Fri – 7:00am to 4:00pm

Week 3: Mon/Tues/Wed/Thurs/Fri – 10:30am to 7:30pm

Week 4: Mon/Tues/Wed/Thurs/Fri – 10:30am to 7:30pm

In school holidays (16 weeks per annum):

Monday to Friday – 7:00am to 4:00pm

Exact hours and pattern of shifts may vary from time to time depending on the requirements of the school. Please note this is **not** a term time only position.



Person Specification

Knowledge and Experience:

Essential Criteria

- Able to consistently meet the physical demands of the role.
- Skilled and experienced tradesperson who takes pride in their work.
- Reliable and able to work independently to a high standard.
- Driving Licence

Desirable Criteria

- Previous experience of working within an educational environment.
- A good knowledge of how heating systems operate and be competent to access and adjust building management systems.
- Category D1 on their driving licence.

Skills and Abilities:

Essential Criteria

- The ability to prioritise tasks and work to strict deadlines is essential.
- Good communication skills, with a good command of English are necessary to ensure that safety and operational instructions are clearly understood.
- The ability to meet the very physical demands of the role, which will include lifting, working at height and working both inside and outside in all weathers.
- Confidence in using IT software including Microsoft Office 365.

Personal Qualities:

Essential Criteria

- A polite, courteous attitude and a flexible, conscientious approach to your work.
- The ability to work on your own initiative without constant supervision as well as being able to work both on your own and as part of a team.



Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.

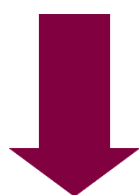


Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



Conditions of Employment

Initial Period of Employment

Business Staff: Six Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, three months.

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET. The Maintenance Person will be required to wear uniform, shirt and overalls, which will be provided and laundered by the College. For certain tasks PPE may be provided and must be worn.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.



Place of Work

The post-holder will be based at the College and the Junior School sites, but may from time to time be required by the Head of Facilities or the Bursar to work elsewhere or at other properties owned by St George's Weybridge or the Josephite Community.

Equipment

St George's Weybridge premises and equipment may not be used for private work without the express permission of the Bursar or the Head of Facilities.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact Sean Birchnall, Head of Facilities, for a confidential discussion:

Tel: 01932 839300

Email: sbirchnall@stgeorgesweybridge.com

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to humanresources@stgeorgesweybridge.com.

Key dates

Please note applications will be reviewed upon receipt and candidates will be invited to interview once shortlisting is complete.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our “Georgian family” inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



