

Maintenance Engineer

Hours: Full Time – 8.00am to 5pm, year round.

Salary: Competitive Salary – contact HMPA@rendcombcollege.org.uk for details

Start date: ASAP

To apply, please click the “quick apply” button on the job advert on TES and complete the application form.

Any queries, please contact Hannah Thompson on HMPA@rendcombcollege.org.uk

If you are unavailable at any particular time on the interview date, please send a separate email to Hannah, once you have applied.

Rendcomb College is seeking a friendly and adaptable person to enhance our existing Estates Department. The role requires excellent attention to detail and an adaptable and flexible manner. This role can be tailored to suit either an experienced worker or keen, hardworking trainee.

Job Purpose

The key function is to undertake all general maintenance around the school and grounds as agreed with the Estates Manager, ensuring that the school is maintained to an excellent standard and to provide a professional impression to all visitors, parents, pupils and staff.

The Estates Team

This post will be line managed by the Estates Manager, who is responsible for the maintenance of the playing fields, grounds, buildings, and equipment within the department, supported by a team of maintenance and grounds staff.

Person Specification

Essential

- The role is fast-paced and involves manual labour, so you must be physically fit and active; you must also be able to adapt to changing seasons, as this is both an indoor and outdoor role
- Excellent people skills
- Self-motivated but with the ability to work as part of a small team
- Flexibility and adaptability
- Excellent DIY skills or a strong desire to learn
- Professional attitude and approach to working at all times
- Reliable, trustworthy and conscientious
- Positive and friendly manner
- Desire to improve personal and departmental standards
- Competent in basic IT skills
- An appreciation of the aims and ethos of Rendcomb College

Key Tasks

- Carrying out repairs and improvements to buildings, fixtures, furniture and fittings
- Assisting with movement of furniture and setting up of meetings, schools events etc;

- Undertaking clearance of external areas as needed, eg leaves, snow, rubbish;
- Assisting with essential routine monitoring and recording of health and safety related checks;
- As required, assisting with grounds maintenance such as lawn mowing, planting, pruning and weeding;
- Accompanying visiting contractors around site as needed;
- Assist with taking delivery of materials as required and distributing around site;
- Undertaking any site logistical work that may be required;
- Attend appropriate training courses as required by and in agreement with the Estates Manager.

All staff are expected to

- Develop and maintain professional, productive relationships with all members of staff within the School.
- Commit to professional development through participation in the School's CPD events and training appropriate to the job role.
- Comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake training as and when necessary.
- Work towards and support the school vision and ethos.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Be aware and support equality, diversity and inclusivity and demonstrate these principles in all aspects of work.
- Undertake any other reasonable duties required that are related to the job from time to time.

The post-holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Terms and conditions

The post holder will normally be required to work Monday-Friday throughout the year although some flexibility to cover weekend or evening work may be required. Hours of work will be 8am to 5pm all year round. Holiday entitlement will be 25 days per year plus bank holidays. Holiday will need to be booked in agreement with the Estate Manager and in conjunction with the overall needs of the business.

Outline Salary and Conditions

A competitive salary will be offered in accordance with experience and qualifications. Please contact Hannah Thompson on HMPA@rendcombcollege.org.uk or 01285 832320 if you would like more information and a rough estimate of salary. All staff are automatically enrolled into the school's pension plan. Rendcomb College complies with standard employment legislation regarding retirement.

Other Benefits

Rendcomb will provide staff with parking, and with free lunch during term time and for most days during school holidays. Use of the College facilities, including gym, may be possible outside school hours subject to availability.

Variation to this Job Description

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process would be conducted through consultation. You are expected to participate fully in the College's programme of Professional Development and Review (PDR).

Our Mission

Our mission is to develop **thoughtful, adventurous** and **ambitious** life-long learners with the confidence, character and skills to succeed in the ever-changing world after school. Our pupils have the freedom to experience, explore and enquire about the world around them. We aim to encourage independence and inclusivity in a safe, caring community and magnificent natural environment.

Our Values

Thoughtful –Rendcombians test the status quo and are encouraged to employ **critical thinking**. They are kind and **empathetic** towards all people, and are proud to celebrate their differences and individual traits. Through service, they connect to others, enabling individual and societal change for good.

Adventurous - Rendcombians are **courageous**.

They embrace the adventure of school life, challenging themselves to broaden their experiences, and are brave in standing up for what is right. They enjoy being **creative** in their approach, seeking new ways to solve problems, and continually learn from trying.

Ambitious - Rendcombians are actively **curious** about the world around them and love to learn.

They aspire to succeed through **perseverance**, whilst not being afraid to make mistakes.

They seek to be the best version of themselves they can be.

The School

Rendcomb College is a successful co-educational HMC day and boarding school in the Cotswolds and this is a wonderful opportunity for a dynamic and inspirational candidate to join the College at an exciting time of change. We were shortlisted for 2 awards at the TES Independent School Awards 2021, namely the prestigious Boarding School of the Year award and also the Community Initiative of the Year award. Last year the College was inspected by the Independent Schools Inspectorate and achieved 'excellent' in both pupils' personal development and pupils' academic development and achievement.

Rendcomb College was founded in 1920 by Frederick Noel Hamilton Wills, whose family have maintained an active part of the school including significant financial endowment and governance. While the school has just celebrated its centenary, we maintain a vision and ethos that remains true to Wills' original values of providing an inclusive and broad-ranging education for our pupils. Rendcomb has evolved, developed and grown over the years and is now a thriving co-educational day and boarding School for 3-18 year olds totalling some 400 pupils.

The College owns some 200 acres of land including the Deer Park and the "Wilderness" which is home to our Forest School and an integral part of our Outdoor Education provision in the Junior School. The College's ten acres of pitches benefit from far-reaching and astounding views. The school

boasts four new hard surface tennis courts, gym and sports hall; all of these facilities are used by Junior and Senior School pupils. Recent whole college developments include a state of the art Performing Arts Centre at the heart of the campus, new 6th Form Centre and Junior Day and Boarding House.

Disclosure

Rendcomb College 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 (DBS). *Rendcomb College is an equal opportunities employer*

Application

Please apply via TES application form. If you have any questions, please contact Hannah Thompson on HMPA@rendcombcollege.org.uk

All applicants who are short-listed for the post will be expected to undertake an in-tray exercise as part of the assessment process.

No agencies please.

We reserve the right to withdraw vacancies at any time