



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



INFORMATION PACK

Maintenance Team Supervisor

Closing date: Midday, Monday 25th November

Interview date: Tuesday 3rd December

Oxford OX4 1DZ Telephone 01865 242191

Email: applications@mcsoxford.org · www.mcsoxford.org

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Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

H. C. Pike



Maintenance Supervisor

General Information

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. The main buildings extend to nearly 15,000m² and the grounds are over 14Ha (35 acres). The school has in excess of 900 pupils and employs around 300 staff as well as 100 outsourced catering, cleaning and other contracting staff.



The Role

The school is seeking to appoint a Maintenance Team Supervisor to ensure the maintenance team operate effectively in their wide and varied duties ensuring the smooth running of the school. The scope of work includes portering, maintenance, building services and Health & Safety.

We are looking for someone with leadership flair who can establish a strong ethos of service within our small and friendly team of seven maintenance staff.

Duties of the role will include, but not be restricted to:

- Supervise and lead the existing team.
- Effective time management and forward planning to utilise the team and resources.
- To implement a planned maintenance procedure for all electrical, mechanical and building elements.
- To oversee outside contractors' work.
- To manage the portering service; setting up rooms for internal and external functions including occasional evening and weekend work.
- Participating in an on-call rota and acting as a point of contact for emergency out-of-hours situations.



- Assisting in the undertaking of annual appraisals and making recommendations to the Maintenance and Operations Manager on training, as appropriate.
- Conducting regular team briefing meetings to include topics such as PPE, Risk Assessments, Sickness & Absence, Performance Management and workloads.
- Actively contributing to the continuous improvement process and the development of a quality culture.
- Supporting and covering for other colleagues whilst they are absent and undertaking other tasks and projects as directed by the Maintenance and Operations Manager/School Surveyor.
- Providing directions to the in-house team so that rooms and spaces are set up with minimum disruption to school timetables.
- Supervising distribution of post/papers and other goods delivered to the School for numerous departments.
- Assessing all maintenance requests and minor works: This will include on-site defect investigations, resolving building and engineering problems and recommending solutions.
- Assist the Maintenance and Operations Manager in the planning of all routine and regular maintenance tasks and subsequently allocating in-house team resources via the School's Maintenance Helpdesk system.
- Assist in maintaining a register and recording all routine and scheduled maintenance tasks undertaken at the School and the 'booking-in' of appropriate trades and contract staff when required.





Minor Projects

- In conjunction with the Maintenance and Operations Manager, project-manage the in-house projects, ensuring that high standards of work are achieved and that these projects complete on time and within budget. Coordinate trades, including I.T installations, to provide a “turn-key’ solution.

Health & Safety

- Ensuring that adequate and legislative compliant checking procedures are carried out (e.g. boiler maintenance, lift maintenance, fire alarm tests, PAT testing, legionella checks etc.) and in accordance with approved and best practice principles, to ensure that the School is compliant at all times.
- Arranging and carrying out regular inspections of premises, plant, equipment and machinery, to identify unsafe working conditions, practises and procedures.
- Assist in managing a contractor permit to work system and ensuring that all visiting contractors on site are recorded and accompanied, as appropriate, during School hours.
- Ensuring that ‘Hot Works’ certificates are issued as and when appropriate and works inspected on completion.
- Aid the Maintenance and Operations Manager in ensuring that risk assessments are carried out for all works and that appropriate Personal Protective Equipment is used.





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Energy Management

- Monitoring and maintaining a register of the monthly consumption of water/sewage, gas and electricity at the School.
- Assist the Maintenance and Operations Manager in implementing a system of regular maintenance checks and cleaning to ensure that the various systems are working efficiently.

Application Process

Candidates should submit the Application Form for Support Staff which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#). This should be emailed together with a covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org).

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

All documentation should be sent no later than Midday, Monday 25th November at noon. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

We anticipate holding interviews on Tuesday 3rd December and we will be in contact with shortlisted candidates by telephone.





School Policies and safeguarding

All members of School staff are expected to support the School's vision and objectives and to adhere to the policies set out in the Staff Handbook. There is an especial responsibility to support the School's Safeguarding Policy in respect of students: the School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire, relevant original ID documentation and degree certificate(s).

Members of staff are expected to work within the School's Diversity Policy to promote equality of opportunity for all current and prospective students and staff. Also the School expects its staff maintain high professional standards of attendance, punctuality, appearance and general conduct.

Additional Information

If you have any questions or require additional information, please contact the Human Resources Office: 01865 242191 extension 201. For an informal discussion, please contact David Minns, Facilities & Contracts Manager – 01865 242192, dminns@mcsoxford.org

The Candidate

The employment terms are full-time, Monday-Friday, 08:00-17:00, with some weekend and evening work as required, for which additional payments will be made. This is a permanent post. The salary will be in the region of £26,000-£30,000 depending on proven experience.

The successful candidate will, ideally, have:

Demonstrable building or engineering experience

Experience gained within an educational environment is desirable, but not essential

Excellent communication and interpersonal skills

Good working knowledge of the following:

- Planned preventative and reactive maintenance regimes

- Statutory compliance relating to all building elements and engineering services

Good time management

A proven track record in staff management is essential

Ability to work to deadlines and deliver quality outcomes

Computer literate



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A good working knowledge of health & safety, risk assessments and safe working practises is also vital.

We are looking for a team player with a positive, cheerful attitude and a willingness to become involved in the life of the school. Given that occasional weekend work will be required, a flexible



approach to work is desirable.

Please note that a full, clean driving license is an essential requirement of this role.

Pension and other benefits

Non-teaching staff are automatically enrolled in the School's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

School fee remission for the children of full-time staff who pass entrance tests for the School is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission.

All staff are entitled to the use of School sports facilities when available. A free lunch is provided in the Dining Hall during term time.

MICHAELMAS 2019