



# OUNDLE

School

## Maintenance Operative

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The building department is one of the busiest within the school and carries the responsibility for ensuring the school can function through the use of its many and varied buildings.

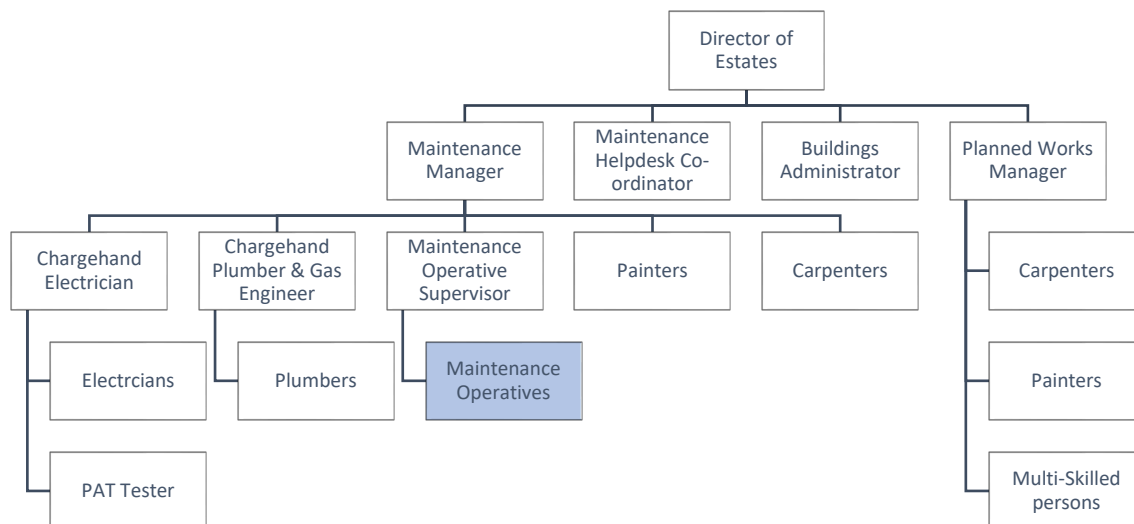
The purpose of the role is to assist in keeping the schools buildings safe and fit for purpose by the repair, maintenance and renewal of the building fabric and services.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



## Role details

Working within the Building Department, the role holder will report to the Maintenance Operative Supervisor.



The main duties and responsibilities of the role are listed below. The jobholder will be able to use the expertise of qualified trade's people where necessary. Please note these are not exhaustive but highlight the main tasks.

- Basic stone and brick wall repairs, re-pointing and paving.
- Basic plumbing, such as waste pipes, small hot and cold water services.
- Minor carpentry repairs including fencing works, replacing/repairing ironmongery, emergency boarding of windows etc.
- Minor electrical repairs.
- Painting and decorating, re-glazing of broken windows, basic wall tiling.
- Basic roofing repairs (slipped slates, re-pointing).
- Assisting in the replacement and repair of rainwater and below ground drainage including rodding and jetting water drains.
- Providing a quick response to any urgent matters identified and supporting the smooth running of the Houses / School.
- Routine testing of fire systems, emergency lighting and water temperature.
- Routine inspection and recording of fire doors, fire fighting equipment and window restrictors.
- Maintaining housekeeping standards through sweeping and cleaning working areas and cleaning gutters and gullies as part of preventative maintenance.
- Ensuring the appropriate Personal Protective Equipment is worn/used in accordance with the School's guidance and expectations in this area.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

In addition, the Maintenance Operatives designated to the Boarding Houses will be expected to:

- Provide a planned and unplanned maintenance service to the Houses e.g. fixing broken items (door handles, window catches, lockers etc); unblocking sinks and toilets; rechanging fixtures and

fittings; changing light bulbs, in accordance with the terms of the Service Level Agreement between Oundle School Buildings Department and Oundle School Boarding Houses.

- Accompany contractors working in Boarding Houses on and off the premises, in order to meet the needs of safeguarding pupils.
- Carrying out any other duty commensurate with the post as may be reasonably required.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

## Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
A current full valid UK class B vehicle car driving licence*	●		Application form Interview
GCSE English Grade D or above, or equivalent qualification, or equivalent ability displayed	●		
A building trade qualification		●	
A nationally recognised First Aid qualification		●	
Current tower and ladder training certificate		●	
Skills and Experience	Essential	Desirable	Method of assessment
Ability to read, write and communicate effectively (liaising with, Hsms, Matrons and Building Department)	●		Application Form Interview
Basic numeric understanding	●		
Ability to lift weights, on occasions (20kg per person)	●		
Some experience in 2 or more areas (Brick work, carpentry, painting, plumbing, electrical)	●		
Experience of working in a customer service role	●		
Experience and knowledge of safe working practices and health and safety legislation	●		
Ability to work at heights and in confined spaces Have some driving experience on the roads	●		
Have a clear understanding of the responsibilities of a car / van driver to other road users and pedestrians	●		
Knowledge and experience of using risk assessments		●	
Experience of working within a maintenance environment		●	
Experience in all areas of brick work, carpentry, painting, plumbing, electrical		●	
Basic level of computer skills		●	
Driving experience with a van		●	

Understand, carry out and record all the daily mandatory Driver Safety checks on the car / van prior to use.		•	
Have some experience of vehicle defect recording & reporting system to a Line manager.		•	
An understanding of loading vehicles and trailers and Load Safety distribution and tie down secure / bracing of vehicle loads.		•	
Driving vehicles and trailers fully loaded as above and a clear understanding of reversing & manoeuvring rules supported / controlled by a Banksman.		•	
Hitching up trailers and the basic towing rules (Plant operators and fork Lift Truck Operators)		•	
Personal qualities	Essential	Desirable	Method of assessment
Takes the initiative (able to spot what needs doing and fix it – or refer to specialist trades people)	•		Application Form Interview
Is able to work alone and as part of a team	•		
Responsible, honest and reliable	•		
Flexibility – displays an adaptable and versatile attitude and approach to tasks	•		
Is polite and respectful at all times	•		
Takes a pragmatic approach to prioritising tasks	•		
Ability to communicate at all levels		•	

\*or working towards passing the test within 6 months of appointment.

There may be some heavy lifting in this role – all Maintenance Operatives must be sufficiently fit to undertake the full range of duties required in the role and may be required to have a medical check.

The person in this role must hold, and continue to hold, a current, valid UK driving licence. The job holder may be requested to produce this at any time upon reasonable notice. Any endorsements or "points" on a current driving licence must be reported and declared to the Line Manager.

Any criminal convictions for any motoring offences must be reported to the Line Manager immediately including the date and details of the offence. The job holder is expected to inform the Line Manager if any such charge is made.

The loss of a driving licence through a conviction must be reported immediately to the Line Manager and depending on the circumstances, and following investigation, this could potentially result in the termination of employment.

## Information for applicants

Start date	As soon as possible, subject to clearance of pre-employment checks (typically 4-6 weeks)
Hours of work	<p>08:15 to 17:00 Monday to Friday. Breaks at 10:15 – 10:35 (paid) and 13:15-14:00 (unpaid). 40 hours per week.</p> <p>In addition to your normal hours of work, you are required to take part in a Standby/on-call rota where you are expected to be available to respond at short notice to any situations arising at the School. You will be paid a standby rate, for each cover period that you are on standby, as follows: Monday – Friday, £30.00, Saturday, £55.00 and Sunday/bank holiday, £80.00, in addition to your hourly rate of pay for time in attendance.</p>
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	<p>£26,936, plus standby and call-out, when required.</p> <p>You will be paid each month through the year.</p>
Annual leave	<p>21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff.</p> <p>Any official School closure period (currently during part of the Christmas holiday) is classed as non-working days and this is in addition to the holiday entitlement. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).</p>
Other	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Discounted membership of the Sports Centre and Swimming Pool</li> <li>• Cycle to Work scheme</li> <li>• Free light lunch available for staff during School term times</li> <li>• Free car parking (subject to availability)</li> </ul> <p><i>Some of the above are non-contractual</i></p>