CUMNOR HOUSE
SUSSEX

Maintenance Assistant

Description of Role

Reporting to: Maintenance Manager; Finance Director

Purpose of the role: to work under the advice and direction of the Maintenance Manager, helping to ensure that the whole site operates safely and continuously as far as possible; to use general maintenance skills to assist the Maintenance Manager as needed; to work cooperatively with the Head of Grounds and the Grounds team.

Training

- Take an interest in improving and expanding your general maintenance skills, showing a willingness to learn from, or with, the Maintenance Manager
- Maintain a positive and enthusiastic approach to the variety of work, appropriate training and information sharing with the Maintenance Manager
- Be responsible for attending Whole-School Inset training as appropriate, and for maintaining the required Safeguarding certificates

Interaction

- Show a professional, helpful and courteous approach to all staff, contractors, children, parents and visitors
- Develop loyalty to the School, and a desire to do a good job, whatever the work in hand

August 2021

- Be cooperative and enthusiastic in your interaction with the Head of Grounds and the Grounds Team

Health & Safety

- Develop and maintain a knowledge of the Health & Safety matters around the site
- In the absence of the Maintenance Manager, give immediate attention to Health & Safety defects
- Communicate any Health & Safety issues to the Maintenance Manager
- As directed by the Maintenance Manager, assist with the response to Fire Alarms or Lock Down, or other emergencies, helping to ensure swift resolution

Buildings & Classrooms

- Assist with all aspects of building maintenance as directed by the Maintenance Manager
- In the winter, help to maintain a lit fire in the entrance hall and a supply of wood

Other areas

- Assist with the preparation for whole school events as necessary, such as Sports Day or the Christmas Fayre. These events may require a few hours of work in the evening or on a Saturday.
- Clearing and maintenance of guttering and drains
- Maintenance of indoor and outdoor swimming pools, in cooperation with the Pool Manager
- Drive, car-park, paths and paving maintenance
- Minibus basic maintenance and preparation for use

General:

- Arrive in sufficient time each day to start work at the correct time
- Leave the work-shop tidy and the equipment safely and securely stored at the end of the day
- Report the day's progress to the Maintenance Manager at the end of each day
- Undertake other duties appropriate to the grade and character of the work as needed and requested by the Maintenance Manager
- Observe school policy on Health and Safety and Safeguarding, including reporting lines and procedures.

Desirable Personal Qualities and Experience:

- General maintenance skills, with carpentry a particular asset
- An appropriate training qualification, such as NVQ
- An enthusiastic but measured approach to work, one which helps to ensure mistakes are avoided and work is done to the highest standard
- A willingness to ask questions, watch and learn, as well as to share skills and methods of working which might prove useful
- A generous outlook, with a sense of humour and an appreciation of the worth of others
- A genuine interest in learning about the general maintenance of a large site, incorporating the wide variety of jobs and skills needed.
- Proven experience of having worked in a similar role, and of having shown commitment and conscientiousness, and a strong awareness of risk
- A responsible, mature and good-humoured approach

Hours of Work

This role is full time, from 7.30 am to 4.30 pm, with one hour for breaks. The school has a generous holiday allowance, and it amounts to 6 weeks holiday for Maintenance Staff. Very occasionally, there is a requirement to be available to work in the evenings or at the weekend.

Holidays, Remuneration and Benefits

- The salary range being considered for this role is £18,000-£25,000
- Statutory Holiday Pay is included in the salary
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times
- Generous contributory pension scheme
- Remission on fees for children of staff attending the School or Nursery
- Generous occupational sick pay scheme

Application Process and Safeguarding

Applicants should complete an application form and submit it to hr@Cumnor.co.uk

The deadline for applications is Friday 10th September. Interviews of selected applicants will be during the following week, with a view to an offer being made by Friday 17th September, but the School reserves the right to appoint a candidate at any time during the process.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory references, verification of ID, medical fitness and relevant qualifications, and other security checks.