

# MAIDWELL HALL

## Role Description

Job Title	Assistant Maintenance Manager
Reports to	Maintenance Manager

### Job context

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17<sup>th</sup> century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 135 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the School's next chapter, which will arguably be its most exciting and ambitious.

The School's extensive gardens cover approximately 54 acres together with the main building and Pre-Prep Building. The team strives to achieve quality grounds and buildings through the maintenance, development and improvement of all areas.

### Job purpose

We are looking for a committed, experienced and passionate team player with strong knowledge to assist in the maintenance, development and improvement of the School's extensive gardens, sports pitches and buildings by producing high-quality work that creates excellent visual impact for pupils, parents, visitors, staff and the Maidwell community to enjoy.

### Your accountabilities

Note: this section is a guide to the nature and principal duties of the position as they currently exist and is not intended as a comprehensive list.

- To undertake general day to day duties both inside and outside
- To assist in the preparation of School facilities for functions, lectures, meetings, concerts, lettings and examinations etc.
- Completing small project works in collaboration with the wider Maintenance team
- Take pride and a proactive approach in maintaining Grounds facilities to the highest possible standards, under the direction of the Grounds Manager
- Maintaining the AstroTurf and Hard Court/Tennis Courts.
- Prepping/tending/pruning beds and borders, trees, plants and shrubs.
- Lawn mowing and hedge cutting
- Leaf collection.
- Working with machinery and sports pitch maintenance
- Erection, maintenance, dismantling and storage of all sports equipment including goals and nets.
- Roping off and preparing for events
- Take a proactive role in Health and Safety and Fire checks

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- Carry out the necessary procedures/emergency cleaning in the event of fire, flood, breaking and entering, accident or major damage
- To ensure the security of the buildings and property in general in all School areas
- Carrying out other areas of work within the employee's capability and training

## **Generic:**

- Produce and oversee a high quality finish in all assigned duties.
- Take responsibility for checking, managing and maintaining, all surrounding areas whilst at an assigned place of work.
- Work in many varying locations around the School, independently or as part of a team.
- Be responsible for self-evaluating and managing work produced.
- Be responsible for all machinery and tools whilst in use, reporting any faults or issues.
- Be responsible for the Health and Safety of yourself and others around you.
- Communicate effectively with the Maintenance Manager on a daily basis.

## **Qualifications, skills and experience, personal qualities required**

### **Qualifications:**

- PA1, PA2 and PA6 spraying certificates (desirable).
- RHS level 2 or equivalent (desirable).
- NPTC CS30 and CS31 Chainsaw Certificate (desirable).

### **Skills and experience**

- Experience in building and grounds maintenance.
- Good verbal communication and the ability to listen and respond well to verbal instruction.
- Be able to demonstrate
  - Reasonable plant knowledge.
  - Good basic maintenance knowledge; e.g electrical/plumbing/carpentry
  - Good eye for attention and detail
  - Professional passion and pride
- Ability to
  - Operate outside in all weather conditions.
  - Identify a good range of trees, shrubs and herbaceous plants (desirable).
- Experience in driving a range of vehicles (desirable)
- Willing to work as part of a team
- Full driving licence\*

\* A full clean driving licence is preferred. This position involves driving vehicles around the School's estate. Any offer of employment will therefore be conditional upon the successful candidate being accepted for insurance cover by the School's insurance provider. Whilst every application will be considered on its own merits, successful applicants should note that if they have six or more penalty points on their driving licence, or a previous drink-driving conviction, they may not be accepted for cover by the School's insurers, in which case any offer of employment would be withdrawn.

### **Personal qualities**

- Be decisive and confident in own skills and ability.
- Self-motivate, self-evaluate and show initiative.
- Work alone, with minimum supervision or as part of a team.
- Work at a commercial pace and in a clean, efficient and logical manner.
- Solve unexpected problems within the normal working day in a calm and logical manner.

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## Benefits

Working hours	46.5 hours per week, 36 weeks per year. 42.5 hours per week, 16 weeks per year.
	Normal hours during term time (36 weeks per year); <ul style="list-style-type: none"><li>• 8am to 5pm Monday to Friday, with half hour unpaid lunch break.</li><li>• 8am to 12pm on a Saturday</li></ul>
	Normal hours out of term time (16 weeks per year); <ul style="list-style-type: none"><li>• 8am to 5pm Monday to Friday, with half hour unpaid lunch break.</li></ul>
	Time off in lieu or overtime is payable, as agreed with the Maintenance Manager in advance.
Salary	£28,000 per annum.
Probation period	Six calendar months.
Pension scheme	Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum

## Benefits

- Free Westfield Healthcare
- Free staff lunches in term-time
- School fee discount for children of Maidwell staff.
- Retail, gym, supermarket, cinema and restaurant discounts
- Cycle to work scheme
- Employee Assistance Programme.
- Occupational Health Services
- Free annual flu jabs
- Recognised as a “Disability Confident” employer
- Recognised as a “Mindful” employer

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school’s safeguarding (child protection) policy 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 they must report any concerns to the school’s Designated Safeguarding Lead (DSL) or to the Headmaster.

## Note

This Job Description is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by Maidwell Hall from time to time.