

Founded 1642



New Hall School

The Best Start in Life



Appointment of **Site Plumber**

Closing date for application is midday,
Thursday 11 April 2024

Introduction

New Hall School is seeking to appoint a Site Plumber to join a team of Estate staff involved in the maintenance and development of the School sites, including its residential properties. The main School is set within stunning 70-acre heritage grounds, dominated by the Grade I listed former Palace of Beaulieu. The main approach to the School is from a tree-lined Avenue to the south, which is a Grade II registered park & garden. New Hall Park Farm, a separate 70-acre site, is located 2.8 miles away from the main School site.

Salary & Benefits

Salary

New Hall School has its own pay scale. The range for this post is £32,000pa-£36,000pa (S8-12).

Hours

The working hours for the Site Plumber are 8.00am-5.00pm, Monday to Friday, all year round. The Site Plumber will be required to participate in an on-call rota. There may also be occasional weekend and evening working, for which time off in lieu will be awarded. There will be a one-hour unpaid break each day.

The Site Plumber will be required to work on School Open Days, which usually take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. All staff are required to attend INSET (staff training) days.

Holidays

The Site Plumber is entitled to 35 days' holiday per year, including bank holidays. New Hall closes for two days between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures.

Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required.

Lunch in term time

When working at the New Hall School site, all staff are permitted lunch without charge in term time. This is subject to annual review.

Sport membership

Employees are able to make use of an annual membership for the New Hall Sport Club, with effect from the start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- ten tennis courts
- eight netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- athletics track
- 12 golf practice bays

Job Description – Site Plumber

Estate Department staff are expected to work flexibly, covering for other members of the team in their absence and undertaking reasonable duties. The Site Plumber reports to the Estate Manager.

Key responsibilities:

1. Maintenance

- 1.1 to carry out preventative maintenance and general plumbing duties on commercial and domestic systems
- 1.2 to maintain the plant, equipment and chemicals of the swimming pool
- 1.3 to carry out repairs and essential maintenance on underground services to include sewage, fresh water supplies and oil pipelines
- 1.4 to maintain plant rooms and all associated equipment, including pumps and valves
- 1.5 to work and coordinate with external contractors

2. Equipment and Tools

- 2.1 to upgrade and repair ageing equipment, including service valves and pipework of steel construction up to three inches
- 2.2 to ensure all requirements, as specified by the manufacturer of systems and fixtures, are met
- 2.3 to undertake servicing and repairs of equipment to comply with Health & Safety regulations and to ensure all equipment is maintained and fit for purpose
- 2.4 to install new equipment
- 2.5 to drive School vehicles safely and responsibly

3. Responsibilities of the Site

- 3.1 to adhere to School rules, Health & Safety and Environmental Standards & Practices
- 3.2 to read and understand the risk assessment of any work activity in advance and to ensure conclusions are implemented prior to start of work to remove/reduce hazards and minimise risks
- 3.3 to report any accidents and incidents to the Estate Manager and Health & Safety Officer, following School procedures, and to help identify ways to prevent reoccurrence
- 3.4 to attend training and identify continuous development opportunities
- 3.5 to look for improvements to the service for effective good practice within the role
- 3.6 to undertake any other duties deemed reasonable by the Estate Manager and/or Deputy Estate Manager
- 3.7 to actively promote safe working practices
- 3.8 to respond to emergencies around the School as a member of the Estate team (including the on-call rota)

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the school's Safeguarding and Child Protection Policy and Procedures at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification

This post would particularly suit a candidate seeking career development and opportunities to develop leadership skills, in this dynamic and forward thinking school.

All candidates should have a clear understanding of, and a commitment to, the aims of a Catholic independent school. They should be committed to the values and ethos at the heart of New Hall School, as expressed in the Mission Statement of the School.

	Essential	Desirable
Education	<ul style="list-style-type: none"> Recognised plumbing qualification (e.g. City & Guilds) Full, clean driving licence 	<ul style="list-style-type: none"> Working from height training
Experience	<ul style="list-style-type: none"> Practical experience of maintenance of domestic water systems and associated equipment Proven experience of working on large sites for a commercial organisation 	<ul style="list-style-type: none"> An understanding of domestic and commercial heating systems
Skills and Aptitudes	<ul style="list-style-type: none"> Ability to diagnose faults and report findings accurately Good communication, organisational and time-management skills Basic IT skills Physically able for manual handling and movement around 70-acre sites 	
Disposition and personal qualities	<ul style="list-style-type: none"> Understanding of the importance of promoting and safeguarding the welfare of children Integrity and ability to give clear and consistent witness to values of care, trust and respect Self-starter, highly motivated, proactive and keen to learn Approachability Flexibility to adjust to change and development Initiative Ability to motivate others and be part of a team 	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Our Equal Opportunities Policy can be found on the School website.

Working at New Hall

New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider the School 'home', New Hall offers a fast-paced, varied and rewarding environment in which to work.



Views of New Hall (above left) and the staff room (above right), located in the main School building



Indoor swimming pool (above left) and Fitness Suite (above right), available for staff use



Denford Bar & Lounge (above), available for staff use



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