

Founded 1642



New Hall School

The Best Start in Life



Appointment of

General Maintenance

Closing date: Midday, Monday 8 August 2022

Job Description

General Maintenance work as part of a small team of Maintenance & Estate staff involved in the upkeep, care and development of the School site, including its residential properties. The Estate team is expected to work flexibly, covering for other members of the team in their absence and undertaking reasonable duties as directed by the Estate Manager and/or Deputy Estate Manager.

Key responsibilities:

1. to carry out preventative maintenance and general maintenance duties
2. to undertake minor maintenance including painting, carpentry, plaster repair, tiling, gutter and minor roof works, and general building tasks
3. to assist the onsite and sub-contracted tradesmen including builders, electricians, plumbers and carpenters
4. to maintain the condition of tools and ensure consumable items are ordered in a timely manner
5. to escort contractors and visitors on the School site
6. to ensure all requirements, as specified by the manufacturer of systems and fixtures, are met
7. to undertake servicing and repair of equipment to comply with Health and Safety regulations and to ensure all equipment is correctly maintained and fit for purpose
8. to install new equipment
9. to promote safe working practices
10. to work and coordinate with external contractors
11. to respond to emergencies around the School as a member of the Estate team
12. to adhere to School rules, Health & Safety and environmental standards & practices
13. to attend training and identify continuous development opportunities
14. to drive the School vehicles safely and responsibly
15. to support other teams in relevant tasks and carry out any other reasonable work

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy 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

	Essential	Desirable
Education	Full driving licence	
Experience	Practical property maintenance	Previous experience of property maintenance covering a large site
Skills and Aptitudes	<p>Excellent communication, IT organisational and time-management skills</p> <p>Excellent interpersonal skills: the ability to liaise with staff, visitors, contractors and students</p> <p>Ability to prioritise tasks, taking into account Health & Safety requirements and the impact on the School's activities</p> <p>Enthusiastic and motivated, with a 'can-do' attitude</p> <p>Strong attention to detail and a high standard of workmanship</p>	Practical problem-solving and fault identification skills
Disposition and personal qualities	<p>Ability to work as part of a team and independently to create and maintain a quality establishment</p> <p>Flexible attitude, with the ability to adjust to change and development</p> <p>Self-motivated and able to work with minimum supervision</p>	

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. Applications from practising Catholics are particularly welcome. Our Equal Opportunities Policy can be found on the School website.

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary & Benefits

Salary

The salary range is £22,833pa-£27,587pa (NHC22-28, September 2022 rates)

Hours

The working hours for General Maintenance are 8.00am-5.00pm, Monday to Friday, all year round. You are permitted a one-hour unpaid meal break each day. There will be occasional weekend and evening working, for which time off in lieu will be awarded. General Maintenance 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.

Holidays

General Maintenance are entitled to 35 days' holiday, 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. All staff are required to attend INSET (staff training) days.

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. There are generous INSET and Continuing Professional Development (CPD) budgets.

Lunch in term time

Currently, all staff are provided with lunch without charge during term time. This is subject to annual review.

Sport club membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

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



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