

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Multi-skilled Tradesperson

Closing date: Midday, Tuesday 30 April 2024

Interviews may take place on a rolling basis

Introduction

New Hall School is seeking to appoint a Multi-skilled Tradesperson to join a team of Estate staff providing a full range of property management services across the New Hall sites. 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

The salary range for this post is £32,000pa to £36,000pa (S8-12).

Hours

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

The Multi-skilled Tradesperson is also required to participate in the Estate on call rota relating to property management. Estate staff receive payment for participating in the on call rota at set rates.

The Multi-skilled Tradesperson will also 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 Multi-skilled Tradesperson 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. 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 membership

As an employee, you are able to make use of an annual membership for the New Hall Sport Club, with effect from your 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 – Multi-skilled Tradesperson

New Hall 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. The School recently acquired an additional 70-acre site, New Hall Park Farm, which is 2.8 miles away from New Hall School.

The Multi-skilled Tradesperson reports to the Estate Manager and is required to provide a full range of property management services across the New Hall sites.

Key responsibilities:

1. Maintenance

- 1.1 to carry out proactive and reactive maintenance of the buildings and wider estate
- 1.2 to ensure all equipment and plant are safe and fit for purpose
- 1.3 to manage and undertake refurbishment projects, fit-outs, decorating, carpentry, tiling, flooring, dry lining, minor plastering, and other maintenance works
- 1.4 to undertake repairs and servicing to the required standard, in accordance with work requests
- 1.5 to identify areas for improvement
- 1.6 to promote safe working practices
- 1.7 to work and coordinate with external contractors
- 1.8 to respond to emergencies around the School as a member of the Estate team
- 1.9 to support other teams in tasks and carry out any other reasonable work

2. Responsibility for equipment and tools

- 2.1 to use specialist tools provided as required, with full training
- 2.2 to operate machinery and power tools in a safe manner, following Health & Safety procedures
- 2.3 to wear Personal Protective Equipment (PPE) where it is prudent to do so
- 2.4 to ensure all requirements, as specified by the manufacturer of systems and fixtures, are met
- 2.5 to service and repair equipment, where competent to do so, and ensure that tools and equipment are safe to use
- 2.6 to remove from use equipment that is not safe, and inform the Estate Manager

3. General

- 3.1 to contribute to the School values of care, trust and respect
- 3.2 to adhere to School rules, Health & Safety and Environmental Standards & Practices
- 3.3 to read and understand the risk assessment of any work activity in advance and ensure conclusions are implemented prior to start of work to remove/reduce hazards and minimise risks
- 3.4 to identify hazards and ensure these areas are immediately made safe where possible, or cordoned/isolated and identified to the Estate Management Team
- 3.5 to attend training and identify continuous development opportunities
- 3.6 to look for improvements to the service for effective good practice within the role
- 3.7 to drive School vehicles safely and responsibly

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 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

	Essential	Desirable
Education	<ul style="list-style-type: none"> Level 2 or Level 3 occupational trade qualification (or equivalent) 	<ul style="list-style-type: none"> Health & Safety qualifications
Experience	<ul style="list-style-type: none"> Previous experience in a similar role 	
Skills and Aptitudes	<ul style="list-style-type: none"> Physically able for work and movement around two 70-acre sites Full, clean driving licence Excellent communication skills; required to work and coordinate with external contractors Knowledge of general fabric repairs, carpentry, painting & decorating, ground works and general construction Ability to work efficiently and accurately, with a keen eye for detail Basic IT skills Professional manner Ability to prioritise tasks 	
Disposition and personal qualities	<ul style="list-style-type: none"> An understanding of the importance of promoting and safeguarding the welfare of children Willingness to participate enthusiastically in School life Approachable demeanour Ability to work within a team Flexibility to adjust to change and development Initiative Ability to relate effectively to different people To adhere to School rules / Health & Safety / Environmental Standards & Practices 	

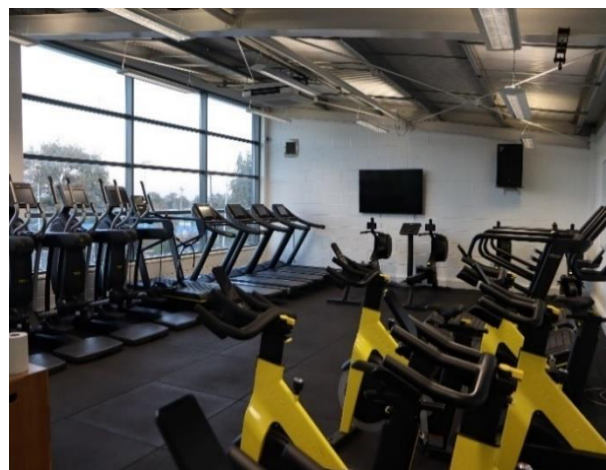
New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Our Equal Opportunities Policy can be found on the School website.

Working at New Hall

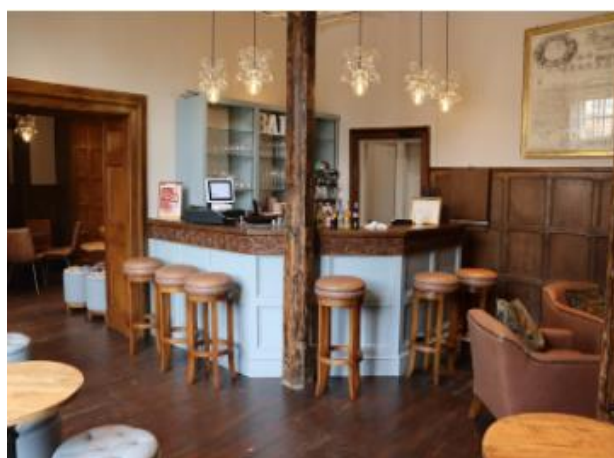
New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider the School 'home', New Hall offers a fast-paced, varied and rewarding environment in which to work.



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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