



Elstree School

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Candidate brief for the position of
Maintenance Engineer, full time, all year round



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Welcome

Thank you for your interest in working in our Maintenance department at Elstree School. We hope the following information is useful for you. Whilst our Job Description covers a number of areas, training will be provided as required.

Set in 150 acres of stunning parkland in rural West Berkshire, Elstree welcomes boys and girls aged 3-13 years. Originally founded in 1848, it moved to its current location in 1939 and opened its Pre-Prep school in 1993. It offers boarding, both flexi and weekly, from Year 4 onwards.

About the School

We are a close community and pride ourselves on the very special, warm environment that has evolved since our inception, influenced largely by the family principles of Elstree School. We understand each parent's desire for their child to feel happy and secure and consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at Elstree. All children are valued as individuals and are encouraged to explore and develop their talents to the full.



School Life

Whilst the emphasis on the academic side is vital, every child is encouraged to have a go at a very broad range of activities and all of their achievements are celebrated, whatever the field. Our teachers ensure that each child is given the opportunity to shine in many areas of school life and so develop a sense of accomplishment and personal worth.

Boarding

We firmly believe in the benefits of the boarding experience – it enables pupils to learn to live as part of a community; it builds up their self-confidence, independence and organisation skills; to pursue a wealth of activities and interests and to build up strong friendships. There is a wide range of Boarders' Clubs to get involved in – from bridge to cookery, fishing and shooting to judo and touch rugby and many more.





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Academic

Our whole school Curriculum Policy offers a wide choice of experiences, skills and subjects from the Early Years Foundation Stage (EYFS), through Key Stages 1 & 2, to Common Entrance and Scholarship level and aims to realise the highest academic expectations for all pupils within a framework of proven learning, techniques and innovative and exciting teaching methods.



Performing & creative arts

Alongside the pursuit of academic excellence, rooted in the School's ethos is the importance of giving children a proper childhood; participating in group and individual activities that develop their own characters and relationship with others. Art, Music, Drama and DT are therefore vital subjects in the education of children and it is important they receive equal standing with all other parts of the curriculum.



Sports

Elstree offers a broad and extensive range of sports in the weekly games program and gives every child the opportunity to unlock and maximise their potential. It is fully inclusive and aims to challenge, develop and improve their knowledge and skills at the appropriate level. We fortunate to have a highly experienced and dedicated staff who coach both junior (Year 3 and 4) games and senior (Year 5-8) games every day.





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Job Description - Maintenance Engineer, Permanent, Full time, all year round

Appointed by and reporting to: The Head of Maintenance

Technical:

- Assist the Head of Maintenance and Maintenance Team with the efficient and timely identification of problems relating to the maintenance of the school buildings and associated support systems
- Working with the Head of Maintenance and the Maintenance Team to rectify defects and problems, within the bounds of their own skills, resources available and budgets available
- Working with the Head of Maintenance and the Maintenance Team monitor the buildings and their support systems in order to identify those tasks and defects that require external support
- Carry out general maintenance tasks, as instructed by the Head of Maintenance, Bursar or Headmaster, and assist with refurbishment work and light labouring duties, as and when required
- The recording & tracking of defects and their rectification
- As part of the team, ensure the following areas among others are compliant:
 - Electrical circuits
 - Emergency lighting
 - Electrical PAT testing (training provided)
 - Water systems & testing
 - Fire systems
 - Swimming Pool
- Routine maintenance of Staff properties
- Assisting with the management of the swimming pool; day to day control of the water conditions, maintenance of the fabric and equipment of the pool. Including scheduling winter maintenance
- Ensuring external areas of the school are kept clear and tidy at all times.
- Responsible for undertaking the role of Fire Warden, Keeping the bursar informed of Fire drills, fire training needs, fire extinguisher servicing needs and updates to evacuation routes
- Work as part of an overall Estates and Facilities team to ensure the school is maintained to a high standard and reflects the values of the school and is fully compliant
- To work within Health & Safety Guidelines and Legislation
- Complete all training formal and informal as required by the school which may include:
 - Manual Handling
 - COSHH
 - Asbestos Awareness
 - Legionella Awareness
 - Ladder training
 - Working at height
 - Compliance Paperwork and regulatory checks
 - Any other training required for the role
- Other duties as the Bursar, Headmaster or Head of Maintenance may from time to time require which may include on call and out of hours duties

Wider School Community and Commitments:

- Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise
- To keep informed of current relevant developments through documents, meetings and in-service courses

Other

The above is only an outline of the tasks and responsibilities of the role. You will carry out any other duties as may be reasonably required by your line manager. The job description and person specification may be reviewed on an



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on-going basis in accordance with the changing needs of the department and school. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

You will be required to comply with all policies and procedures issued by and on behalf of the school and will be required to participate in the school appraisal procedures as an appraisee and if applicable, as an appraiser. You will be required to attend statutory and mandatory training.

Child Protection and Safeguarding

It is the your responsibility to promote and safeguard the welfare of children. You will comply with Elstree's Child Protection and Safeguarding Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of your employment, you may have access to, see or hear information of a confidential nature and you will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

You must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the school and colleagues in complying with Health and Safety obligations to maintain a safe environment.

Person Specification

Education and Qualifications	Essential	Desirable
Good standard of Education	✓	
Commitment to personal/professional development	✓	

Experience	Essential	Desirable
Experience in working in maintenance/construction environment		✓
Experience of a specialist skill e.g., plumbing, plastering, electrician		✓
Full, clean UK Driving Licence	✓	

Knowledge and Understanding	Essential	Desirable
Secure knowledge and understanding of the concepts and skills required for a multi-skilled tradesperson with a specialist skill	✓	



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Skills and Attributes	Essential	Desirable
Ability to establish good working relationships and effective teamwork	✓	
Good communication skills		✓
Ability to generate ideas and drive initiatives		✓
Excellent role model for staff and students	✓	
IT literate	✓	

Personal Qualities	Essential	Desirable
Highly self-motivated		✓
Enthusiastic and committed	✓	
Open-mindedness	✓	
A forward-thinking approach	✓	
Excellent interpersonal skills	✓	
Ability to be reflective and self-critical	✓	
Display calmness under pressure	✓	
Have an understanding of boarding schools		✓
Willingness to take on other roles and responsibilities within the department		✓

Hours of work

Hours of work are Monday to Friday, 8.30am – 4.30pm with 30 mins unpaid lunch break and 2 x 15 paid breaks. In addition, you may be required to work additional hours as required.

Holiday

You are entitled to 20 days annual leave plus bank holidays, totalling 28 days (5.6 weeks). You will be required to attend INSET training sessions as appropriate. Holidays can be taken at any point during the year.

Probationary period: 6 months

Salary

Salary is competitive, depending on your skills and experience and we are happy to discuss this with you at your interview.

How to Apply

If you would like to be a Maintenance Engineer at Elstree, please complete an application form which is available on our website, [Recruitment - Elstree School](#) and send to Rachel Pither, Head of HR at apply@elstreeschool.org.uk. Application forms are available from our HR Department or on our website. Please note that CVs will not be accepted for this post. In line with Keeping Children Safe in Education 2022, short listed candidates will be required to undergo online searches to determine your suitability to work in a school.

You are welcome to come and visit our school, please email Rachel Pither, Head of HR, rpither@elstreeschool.org.uk to arrange an informal tour or for more information about the post. Closing date for this post: Monday 15th April 2024. If we can be of further help, please do not hesitate to contact us.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.