



Boroughbridge
High School

School Maintenance Lead

August 2024 start

Full time (37 hours), Full year (52 weeks), Permanent

Up to £25,119 per year, plus regular overtime

Saturday/Sunday (optional rota): £50.00 fixed rate (includes open and lock up)

Location: Boroughbridge High School, YO51 (with potential work at King James's School, HG5)

Role Overview:

Boroughbridge High School seeks a dedicated individual to join our premises team as the lead of school maintenance. The role aims to provide a safe, secure, and welcoming environment for staff, students, and visitors. This involves a variety of construction, maintenance, and caretaker duties, including routine and emergency repairs.

Key Responsibilities:

- Overseeing the school's appearance, operation, security, and functionality.
- Performing preventative and responsive maintenance tasks.
- Conducting general caretaker duties and emergency repairs.
- Supporting the Premises Services Manager and Deputy Site & Lettings Manager.
- Collaborating with the Assistant Compliance Manager and General Caretaker.
- Being a responsible key holder.

Skills and Experience:

- Professional experience in relevant skills (e.g., plumbing, joinery) is advantageous.
- Friendly and helpful demeanour, with the ability to work well in a team.
- Knowledge of Health & Safety Regulations.
- Clean driving license (minibus driving and training provided, but optional).

Benefits:

- Competitive salary.
- Generous holidays.
- Access to a contributory local pension scheme.
- Additional staff benefits.
- Shift system work pattern (7am – 10pm, Monday to Friday) with occasional weekend mornings as overtime during term-time.
- Commitment to professional development in a friendly and open environment.

Safeguarding:

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

Application Process:

Visit our school website to obtain an application form. Completed forms should be returned via email to: vacancies@boroughbridgehigh.com or by post to: **Boroughbridge High School, Wetherby Road, Boroughbridge, YO51 9JX** and marked for the attention of Wendy Firth

Please note that CVs will not be accepted.



How to Apply

Please download an application form and complete.

Please use the section 16 "Supporting Evidence" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to: vacancies@boroughbridgehigh.com or by post to: **Boroughbridge High School, Wetherby Road, Boroughbridge, YO51 9JX** and marked for the attention of **Wendy Firth**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

BOROUGHBRIDGE HIGH SCHOOL

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

School Maintenance

<i>Responsible to:</i>	Premises Services Manager/Deputy Site & Lettings Manager/Director of Business Services
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<i>North Yorkshire Council Salary Band:</i>	Grade E
<i>Full Time/Part Time:</i>	Full time
<i>Hours:</i>	37 hours
<i>Full Year/Term-Time Only:</i>	Full Year

<i>Job Evaluated Date:</i>	May 2022
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Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

Job Description

POST: School Maintenance	
GRADE: Grade E	
RESPONSIBLE TO: Director of Business Services/Premises Services Manager/Deputy Site & Lettings Manager	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: OS F
JOB PURPOSE:	<p>To provide high quality effective low-medium level maintenance services to ensure a secure, safe and hygienic environment for all building users.</p> <p>To be responsible for the general upkeep of the school. Minimise the need for external contractors by having skills to undertake a range of maintenance tasks, including the use of power tools and specialised equipment.</p>
JOB CONTEXT:	<p>The site team as a whole (including compliance, maintenance and cleaners) are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.</p> <p>The post requires work with both hand tools, knowledge of plumbing techniques and expertise with a range specialist power tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.</p> <p>Enhanced DBS check is required for this post due to working within a school environment.</p> <p>Available for emergency call outs as required on a rotational basis. To support across both the Boroughbridge High School and King James's School Federation sites as required on an ad hoc basis; whilst predominantly based at Boroughbridge High School.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Ensure the security of the building and site, undertaking daily security checks. • Act as a designated key holder, providing response to emergency calls if required. • Lock and unlock the buildings and gates at pre-determined times and set alarms, on a rotational basis. • Ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions e.g. snow. • Undertake general portorage duties whilst on site to include moving furniture and equipment on site. • Receive deliveries to the site if required. • Support the maintenance of the building by checking and replacing light fittings and undertaking minor repairs (not requiring a contractor), using basic hand tools. • Construct flat pack resources and equipment when requested. • Undertake basic level construction tasks and emergency repairs including; joinery (i.e. building units, hanging/rehanging doors etc), metalwork, brickwork, roofing, tarmac and general building (i.e. roof), as required on an ad hoc basis. • With instruction and training; use specialist power tools, such as; circular saw, chopping saw, drill, grinder etc. to complete tasks. Plus, specialist materials, chemicals and bonding agents etc. <i>(NB. Specialist contractors will be appointed for medium/large repairs/projects).</i>

	<ul style="list-style-type: none"> • Carry out intermediate level plumbing work with use of specialist hand tools and equipment. • Be familiar with the school's Asbestos Register and take responsibility for ensuring it is reviewed prior to any intrusive works. • Help identify likely Asbestos Containing Materials (ACMs) and report any sightings to the Site Manager for further investigation – follow the ACM Safety protocol. • Carry out legionella water quality testing (in the absence of the Assistant Compliance Manager) and report issues to the Premises Services Manager. • Undertake professional standard painting of walls, doors and other surfaces. • Carry out specific cleaning duties as directed, e.g. External windows and paintwork, clearing gutters and drains etc. • Collect and assemble waste for collection as required. • Report faults and damage to school staff where relevant to prevent increased risk.
Communications	<ul style="list-style-type: none"> • Communicate and liaise effectively with other members of staff and pupils within the school and families and outside agencies when required. • Welcome contractors onto the site and check clearances when required. • Supervise and monitor work of contractors if required.
Resource management	<ul style="list-style-type: none"> • Participate in the training and development and performance management processes within the school. • Store equipment and products safely and securely. • Have the ability to carry out informal risk assessments on buildings to identify faults/hazards. • Monitor premises related resources and consumables and notify relevant staff member of ordering requirements. Store any products safely and securely.
Safeguarding	<ul style="list-style-type: none"> • Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> • Fulfil the necessary administrative tasks associated with the responsibilities of the post.
Data Protection	<ul style="list-style-type: none"> • Comply with the school's and Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (i.e. COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately. • Ensure that any incident involving unauthorised persons on site is dealt with in accordance with school policy including, where necessary, informing police.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • The school provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with the school's and Council Policies and Procedures. • There will be a core specified number of hours per week, the remaining hours to be worked flexibly according to the needs of the business.

Customer Service	<ul style="list-style-type: none">• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.• The school requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	May 2022

PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • Excellent DIY skills/knowledge • Awareness of general Health & Safety • Awareness of Asbestos (and how to identify) • Understanding of COSHH 	<ul style="list-style-type: none"> • Understanding of the running of a school • Awareness of Legionella
<p>Experience</p> <ul style="list-style-type: none"> • Previous role involving general construction work • Experience of undertaking general cleaning/caretaking duties • Experience and training in the use of a range of power tools (i.e. drill, circular saw, chopping saw, grinder or similar) • Experience of carrying out minor repairs • Experience of undertaking general site maintenance across various skills bases, e.g., basic joinery, intermediate level plumbing, professional standard painting and decorating 	<ul style="list-style-type: none"> • Experience of working as part of a team • Basic roof repair work • Basic brickwork repair • Basic tarmac repair
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Able to work with minimum supervision. • Self-motivated • Punctuality • Flexible approach • Attention to detail • Ability to manage time effectively to complete tasks to a high level. • Ability to work both alone and within a team to achieve specified standards • Good verbal communication skills • Literacy and numeracy skills 	
<p>Qualifications</p>	<ul style="list-style-type: none"> • City & Guilds qualification in craft, e.g. Joiner or similar
<p>Other Requirements</p> <ul style="list-style-type: none"> • Ability to carry out general caretaking/handyman/maintenance and cleaning duties as detailed in the Job Description. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Willingness to undertake an Enhanced DBS check for working with vulnerable children. • Commitment to the school's policies and ethos. 	