



WINDERMERE SCHOOL

ESTATE MAINTAINER – GENERAL

Windermere School is looking for an Estate Maintainer with trade skills to carry out general site repairs, respond to facility failures and also undertake some level of internal refurbishment. There is also an opportunity to join our 4-weekly on-call rota which benefits from an additional retainer payment.

Accountable to: General Services Manager

1 ACCOUNTABILITY

The Estate Maintainer works closely with other members of the Estate Team, which includes the Grounds staff and Caretakers, and reports to the General Services Manager. The post is based from the Estate Building at Browhead but is operational across all three of the School's sites, Elleray, Hodge Howe and Browhead. Each member of the team is given personal areas of responsibility for work as well as working with initiative to respond to matters as they arise. In the absence of the General Services Manager, the Estate Maintainer reports directly to the School Operations Manager.

2 PRIMARY PURPOSE

As one of the Estate Maintainers at Windermere School, to be part of the team maintaining the property and estate at its three sites (Browhead, Elleray and Hodge Howe Water Sports Centre).

3 RESPONSIBILITIES

- 3.1 To contribute to the maintenance and upkeep of the school's estate, paying particular regard to property tasks as well as general tasks as required.
- 3.2 To provide trade skills to carry out in-house refurbishment tasks.
- 3.3 To contribute to the upkeep of the grounds across the school's three sites.
- 3.4 To work as part of the Estate team and to undertake tasks across the built and outdoor estate as necessary.
- 3.5 To work on your own initiative to prioritise and respond to maintenance and repair items as they arise.
- 3.6 To form part of the School's 4-weekly, on-call rota system, providing out of hours cover and unlocking/securing key areas of site at the weekend, mornings for 7.30am and evenings after 6pm.
- 3.7 When on duty and when otherwise available, to respond to emergency call outs generated by fire and security alarm activation, heating and hot water system faults, electrical supply and distribution faults and any other property related incidents.

- 3.8 When on duty and when otherwise available, to act as a point of contact for maintenance tasks that arise out of working hours and as the person who will initiate an appropriate and effective maintenance response when more urgent and complex maintenance problems occur (eg make arrangements with contractors, isolate services etc).

4 SAFEGUARDING RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.

QUALIFICATIONS AND KEY QUALITIES AND ATTRIBUTES

- Demonstrable and extensive relevant experience in at least one of the following trade skills: decorating, joinery, plumbing or electrical.
- Professional qualifications in at least one of the above would be an advantage.
- A sound working knowledge of Health and Safety regulations.
- Commitment to personal and general safety in the work environment.
- Clean driving licence.
- Ability to work under pressure.
- Ability to take the initiative.
- Ability to work unsupervised.
- High standards of personal appearance and quality of work.
- Polite with a good sense of humour.

HOURS OF WORK

- This is a full-time position subject to a 13-week probationary period.
- The Estate Maintainer works each weekday from 8.30am to 4.30pm, subject to seasonal variation and the needs of the school, with a 30 minute unpaid lunch break.
- The Estate Maintainer will form part of the security/on call rota responding to overnight call outs between 10pm and 8.30am and one weekend per 4-week cycle.
- Unless otherwise agreed, the Estate Maintainer shall live no more than 30 minutes away from the school.
- Weekend duties begin at 10pm on Friday and finish at 8.30am on Monday.
- Time spent on call (if called out) will be paid at time-and-a-half for a minimum of one hour, (including travel time). This must be recorded on a monthly hours sheet and approved by the General Services Manager.
- No annual leave will be agreed for a period when you are scheduled to provide out of hours cover unless you have pre-arranged to swap your cover duty with another duly authorised member of staff.
- A travel allowance will be payable for journeys to and from school when called out at a rate of 40p per mile.
- The General Services Manager will provide advice and assistance when requested to the duty Estate Maintainer and if necessary the General Services Manager will visit the site.

REMUNERATION

- This post is remunerated at a rate of between £18,861.65 per annum (£9.67 per hour) and £20,281.53 per annum (£10.40 per hour), subject to trade skills and competences. Salary is reviewed annually with any agreed change taking place on 1 September each year.
- In addition, an On-Call retainer of £2,198 per annum is paid on top of the regular salary. Call outs are paid at time-and-a-half, to a minimum of one hour and rounded to the nearest 15 minutes.
- The post of Estate Maintainer is non-residential.
- The Estate Maintainer is entitled to 25 working days' paid holiday per year, plus 8 paid bank holidays per year to be taken at times agreed with the General Services Manager and at times when they will have the least impact upon the running of the school. As a guide, for Estate Maintainers, it is preferable that holiday is taken during school term time so that the maintenance team is available during the school holidays to work on buildings when they are likely to be most accessible.
- The School is closed between Christmas and New Year with the period of closure being covered via a duty rota by members of the Maintenance and Caretaker teams. This period, when it includes duty commitments, is not deducted from the annual holiday entitlement of the post holder.
- With the exception of journeys relating to out of hours call outs which is covered above, when no School vehicle is available for a journey that is necessary for the conduct of School business and the Estate Maintainer uses his or her own vehicle for such a journey, he/she will be refunded expenses according to the mileage rate in force at the time. Travel is to be approved in advance and claims for the refund of travel expenses are to be submitted monthly.
- School Sick Pay. During the first and second years of service, a maximum of two weeks per year. During the third and subsequent years, a maximum of 4 weeks per year.
- A voluntary contribution pension scheme is available.
- Meals when taken on duty in the school dining room are free of charge when the kitchen is in operation and during term time.
- A 70% school fee concession (reduced pro rata for part-time staff) is available to employees of Windermere School.

MISCELLANEOUS

- The Estate Maintainer is expected to be loyal to the aims and objectives of the School and shall not engage in any activity that, in the opinion of the Operations Manager, would interfere with the efficient discharge of his or her duties or would be in conflict with the interests of the school.
- The School operates a no smoking policy within all its buildings and grounds.
- This post is subject to a satisfactory criminal record check.

This is a working document and will be subject to review.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

RH/27 June 2018
Salary Updated/21.1.19