



**St Michael's Prep School**  
The Joy & Wonder of Learning



## **LIVE IN GROUNDS & MAINTENANCE ASSISTANT**

**Salary:** £20,000 P.A, (Rent free  
accommodation provided)

**Application Deadline:**  
9am 18<sup>th</sup> May 2021

**To start:** July 2021 / ASAP

**Full Time:** (40 hours per week,  
including weekend duties on a rota)

**Interview Date:**  
Week commencing 24<sup>th</sup>  
May 2021



### **LIVE IN GROUNDS & MAINTENANCE ASSISTANT**

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with 460 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by many specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

With magnificent buildings and many acres of land to manage, our Estates team is a busy one.

The Estates team consists of 5 full time staff including this role. They work together to maintain the school buildings and extensive grounds. The team is managed by the Estates Manager who reports to the Director of Finance & Operations.

The successful candidate will need to live on site (see details below of accommodation).

There will be locking and unlocking of the school site responsibility. They will also require grounds and DIY skills, with a desire to be part of a committed and successful Estates team to ensure that the School's buildings and grounds are always well maintained and kept safe and tidy. He/she will be happy working indoors and outdoors and be able to undertake a fairly physical workload.

#### **In return the School can offer you the following:**

- **28 days' holiday plus bank holidays**
- **Uniform provided**
- **Tools, equipment and PPE are provided**
- **Free Meals provided during term time**
- **Free parking on site**
- **Sick pay scheme**
- **Annual salary review**
- **Automatic enrolment in the School Pension Scheme with life assurance cover**
- **Use of swimming pool**
- **Training Opportunities**
- **Free living accommodation (there will be a contribution to utilities)**

If you would like to apply for this exciting role, please send a completed application form (downloadable from our website) together with a covering letter (in MS Word or PDF format only) explaining why you are the ideal candidate for this role to:

Mrs Kim d'Albertanson, HR Manager, at:

[recruitment@stmichaels.kent.sch.uk](mailto:recruitment@stmichaels.kent.sch.uk)

**APPLICATION DEADLINE:** 8am Wednesday 18<sup>th</sup> May 2021

**INTERVIEW DATE:** Week commencing 24<sup>th</sup> May 2021

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.*





## **Job Description**

- Responsible for:** As part of the Estates Team ensuring the School's buildings and grounds are always maintained to the highest standards, and to assist with the maintenance of the school swimming pool and the day to day maintenance programme.
- Responsible to:** Estates Manager, Director of Finance & Operations and Head
- Hours of work:** 40 hours per week on a rota basis with weekend cover. Some flexibility is necessary depending on the operational needs of the school.
- Holiday Entitlement:** 28 days (plus 8 bank holidays)
- Salary** £20,000 p.a. plus pension

## **Job Context**

With magnificent buildings and over 90 acres of land to manage, our Estates team is a busy one.

The Estates team consists of 5 full time and 1-part time staff including this role. They work together to maintain the school buildings and extensive grounds. The team is managed by the Estates Manager who reports to the Director of Finance & Operations.

The successful candidate will have good DIY skills and be willing to learn new skills. They will be responsible for locking and unlocking of the school site and buildings each day. They will work as part of the Estates team to ensure that the School's buildings and grounds are well maintained and kept safe and tidy at all times. He/she will be happy working indoors and outdoors and be able to undertake a fairly physical workload.

He/she will promote and participate in achieving the most efficient and economic use of the school premises, facilities, plant, equipment and materials.

## **Key Responsibilities**

### **Site Maintenance**

To help maintain the site in a good state of repair and appearance including all buildings and facilities, roads and pathways, grounds and gardens under the direction of the Estate Manager





### **Principal Tasks**

- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works where appropriate
- Maintain the swimming pool, undertaking pool plant operators training if necessary
- Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary
- Maintain the school grounds to a high standard; ensure grounds are litter free
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies etc
- Assist with regular inspections of all drains/gullies for blockages remedying as necessary
- Regularly visually inspect outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees

### **Fire & Security**

To carry out duties under the guidance of the Estates Manager to ensure that all systems are regularly maintained and tested, and appropriate records kept.

### **Principal Tasks – by arrangement with the Estate Manager**

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems and access system
- Monitor traffic on site including adherence to school rules
- Ensure security procedures are adhered to reporting any issues to the Estate Manager
- Observe and monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff
- Test fire alarm call points weekly and regularly check other fire equipment such as fire extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all check
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board
- Ensure effective lettings, ensuring clients are briefed on school closures and of changes to evacuation and fire procedures
- Some evening and weekend cover will be required in connection with school events and lettings on a 24 hour on call rota basis



### **Grounds Maintenance**

To undertake general grounds work to ensure the School and surrounding areas are always kept tidy. To assist the Grounds man with grounds and pitch maintenance and seasonal work when needed.

### **Health and Safety**

To comply with the School's Health and Safety policy at all times and to be responsible for their own safety. To keep appropriate records as required. To participate in the continuing development of robust, transparent health and safety systems and procedures.

### **Portering**

To assist with providing a portering and furniture moving service to ensure supplies are in place and school activities can proceed as expected.

### **Principle Tasks**

- Transfer goods and materials delivered to the school to appropriate locations around the school site; assist with assembly of goods received where necessary and report any defects
- Regularly Regularly set out and clear away furniture, equipment and other items when required in connection with assemblies, parents' evenings, special events, dining hall and so on
- Supervise and assist with the erection and dismantling of temporary structures such as the school marquee / gazebos as required

### **Cleaning and Welfare**

To participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the school site and to ensure the activities of the school can take place in an environment suited to learning.

### **Principle Tasks**

- Manage refuse and recycling procedures and ensure relevant staff are aware. At least half-termly clean all bins to keep hygienic and deter pests and rodents
- Keep all outside areas clean and tidy, e.g. litter clearance, leaf and tree debris and refuse bin compounds
- Carry out emergency cleaning as required
- Monitor supplies of cleaning materials, personal hygiene products, drinking water and sundry items; working with cleaning contractors to ensure effective replenishment





### **Other Duties**

- To carry out other work within the assistant's capabilities as requested by the school (Head, Director of Finance & Operations, Estates Manager)
- To take part in regular performance management
- To undertake any training necessary to carry out your duties effectively

### **Safeguarding of children, young people and vulnerable adults**

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he/she is responsible, or with whom he/she comes into contact will always be to adhere to and ensure compliance with the School's safeguarding policy. If in the course of carrying out their duties, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the School's Designated Safeguarding Lead Officer (DSL). The jobholder will undergo safeguarding training and understand the statutory guidance in 'Keeping Children Safe in Education'.

### **Person Specification**

The successful candidate will have the following key skills, experience and attributes:

#### Qualifications and experience

- Good all-round DIY and maintenance skills such as plumbing, heating, carpentry
- A minimum of basic computer skills in word and use of emails to communicate
- A full clean driving license

#### Personal Attributes

- A team player with good communication skills
- A flexible approach to his / her work
- An ability to take the initiative and prioritise
- Be happy to work as part of a team, but also under their own initiative
- Fit and able to undertake a physically demanding workload
- Takes pride in their work and pays meticulous attention to detail
- A good sense of humour

#### Additional Skills

- Health and safety (especially asbestos and legionella awareness), First Aid, Pool Plant Operation qualifications would be advantageous, but training will be given





## **Living Accommodation**

The post holder will be required to live on site. There is a one bedroomed flat available of approximately 35sqm, which would suit one person living alone or a couple (but not suitable for families). This accommodation will be provided rent free as part of the remuneration package offered. There will be a requirement for a contribution towards utility bills, the applicant would need to arrange to pay their own council tax and internet connection bills. There is space to park one car behind locked gates next to the entrance to the flat. More information can be provided on request.

***This post will be subject to a DBS enhanced disclosure, including a barred list check and the candidate will be expected to undergo child safeguarding training.***







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*“At St Michael's we work as a team: teachers, pupils and parents.”*

*-Deputy Head of Pre-Prep*

