



Highfields

Independent School & Day Nursery

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Maintenance Operative

Highfields School is a co-educational independent preparatory school located in beautiful parkland just minutes from Newark town Centre, for boys and girls aged 2 to 11 years. We offer a happy, caring environment with an emphasis on academic excellence. Our enhanced curriculum provides a broad range of experiences for our pupils with a strong focus on pastoral care. We are seeking an experienced caretaker/ Maintenance Operative to join our team.

Please see details below and complete and return the application form finance@highfieldschool.co.uk
We look forward to meeting you.

Job details

Job title: Maintenance Operatives

Salary: £14,400 - £18,400 depending on experience and hours

Hours: To suit – either mornings or afternoons or a mix of both across 52 weeks of the year (less statutory holiday).

Contract type: Part time permanent contract

Reporting to: Operations Manager

Main purpose

The caretaker/maintenance operative is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portage, and minor repairs
- Promoting health and safety around the school
- Some aspects of site management, such as supervising external contractors, and site use and development planning

Duties and responsibilities

General duties



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- Maintain the general school premises, furniture and fittings, and report any issues to the operations manager
- Carry out small repairs and DIY projects to a high standard
- Arrange larger repairs and obtain quotes from contractors for larger or specialized projects
- Carry out portage duties, such as moving furniture and equipment around the school
- Prepare for events on site and ensure the grounds are school-ready following events.

Cleaning

- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels

Security

- Maintain the security of the school premises as the main key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures
- Advise the headteacher on all matters relating to school security and safety

Health and safety

- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to the Operations Manager
- Provide safe access to the school in cold weather conditions

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person



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- Take appropriate action to identify, evaluate and minimize any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others

Person specification

| CRITERIA | QUALITIES |
|------------------------------|--|
| Qualifications | Good level of Education |
| Experience | <ul style="list-style-type: none">➤ Caretaking➤ Building maintenance➤ Security, including alarm systems➤ Cleaning work➤ Some DIY➤ Working in a team➤ Supervising a small team of staff |
| Skills and knowledge | <ul style="list-style-type: none">➤ Good knowledge of health and safety regulations➤ Ability to work flexibly, independently and as part of a team➤ Basic DIY skills➤ Ability to plan, organise and prioritise |
| Personal qualities | <ul style="list-style-type: none">➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school➤ Ability to prioritise effectively➤ Commitment to maintaining confidentiality at all times➤ Commitment to safeguarding and equality➤ Embraces change well➤ Able to work flexibly and out of school hours as required |
| Physical requirements | <ul style="list-style-type: none">➤ Be reasonably fit to carry out the duties of the job➤ Able to carry out some manual handling and lifting |



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| CRITERIA | QUALITIES |
|----------|---|
| | ➤ Able to carry out work at high levels using appropriate equipment |

Notes:

If you don't have all of the experience listed above but are interested in applying, contact Hannah Day, Operations Manager on finance@highfieldsschool.co.uk