



BREDON
SCHOOL



Maintenance Operative Appointment Brief



About Bredon School

Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes, individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad range of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

Maintenance Operative

Job title: Maintenance Operative (Carpenter)

Responsible to: Estates Manager

Summary of main purpose of the job:

The Maintenance Operative works part of the overall Estates team to ensure that the buildings and grounds are in first-class condition. The role will include undertaking repairs and development works.

Main Duties and responsibilities:

- Carpentry repairs and some joinery
- Window repairs, door repairs, stud work, installing dado and picture rails
- Security of site and its occupants
- Assist in the management of visitors and contractors
- Carrying out installations, renovations, planned maintenance and reactive maintenance
- Setting up for internal and external events including arranging chairs, tables, flipcharts, smartboards etc.
- Storing equipment and supplies safely
- Movement of furniture and equipment around the school as required
- General portering and handling of deliveries
- Carry out periodic testing of statutory tasks including the fire alarm systems, emergency lights, flushing of water outlets, monthly water temperatures recording and the quarterly descaling of shower outlets etc.
- Ensuring that all works are conducted in line with risk assessments and relevant regulations including Working at Height, COSHH, and Manual Handling.
- Waste management across the site
- Monitoring meter readings and fuel usage as appropriate
- Assisting with day-to-day and periodic tidying of storage areas
- Assist with asset management of the school
- Undertake improvement projects around the buildings and grounds
- During abnormal weather conditions assist with snow and ice clearance
- Any other tasks that may be reasonable directed by the Headteacher, Bursar or Estates Manager

Generic Accountabilities

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Confidentiality

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

Benefits

Free onsite parking

Lunch provided in term time and during periods of lets during holidays

Beautiful working environment

Accommodation is available upon request with the role. This non-cash element of the package is subject to a benefit in kind assessment and the taxable amount, will be paid by the employee.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Full UK driving licence• Demonstrable experience relevant to the position or City & Guilds/ NVQ 2 or higher (or similar qualification) in a relevant or associated skill.	<ul style="list-style-type: none">• Trade qualifications• D1/D1E licence• PASMA• Working at height• IIPAFF• Basic Health & Safety & COSHH training
Experience and Knowledge	<ul style="list-style-type: none">• Competent in woodworking• Knowledge of workshop equipment and use of power tools• Ensuring that all works are conducted in line with risk assessments and relevant regulations including Working at Height, COSHH, and Manual Handling.• Good verbal communication skills• Strong DIY skills	<ul style="list-style-type: none">• Some IT ability for responding to helpdesk tickets• Roofing experience• Plastering / pointing skills• General building skills• Experience of working in a school environment• CSCS fire door qualification or similar

Person Specification (continued)

	Essential	Desirable
Personal attributes	<ul style="list-style-type: none">• Able to walk around a large site and assist with moving and handling in accordance with legislation• 'Can do' attitude• Cheerful disposition• Team player• Sense of responsibility• Professionalism and integrity• Enthusiastic and approachable• Good problem solving skills• Commitment to equality and diversity• Commitment to Health & Safety	

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