



## **Pate's Grammar School Foundation & The Richard Pate School ("the School")**

### **Facilities & Maintenance Manager - Information Pack**

<b>Title:</b>	Facilities and Maintenance Manager
<b>Reports To:</b>	Bursar
<b>Employment:</b>	Employed (Permanent) 52 weeks per year.
<b>Hours:</b>	40 hours per week, working 07.00 -16.00 Monday to Friday, including a one hour unpaid lunch break.
<b>Salary:</b>	£27,711 - £31,586 dependant on experience.
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• 28 days paid holiday leave (rising to 33 after 5 years), plus Bank Holidays, plus additional discretionary leave over the Christmas shut-down period.</li><li>• Pension scheme with employer contributions</li><li>• Sick Pay Scheme</li><li>• Work mobile phone</li><li>• Free parking on site</li><li>• Subsidised lunches during term time.</li><li>• Cycle to Work Scheme and Employee Assistance Programme</li><li>• Training and Personal Protective Equipment provided</li></ul>
<b>Start Date:</b>	As soon as possible

### **About Us**

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful co-ed independent day school for 3-11 year olds in Cheltenham. We offer children a broad education in modern, purpose-built facilities which include specialist Art, Science and IT classrooms indoors, and an Astro pitch, Woodland, Playing Fields and Tennis Courts outdoors. There is a separate Nursery building. The School also provides a varied extra-curricular programme, as well as offering a Breakfast Club and After School Care. The school has its own minibus.

We are seeking an individual with proven general maintenance skills and experience, who understands the importance of health and safety and is willing to undertake a broad range of facilities maintenance and support tasks to help ensure the smooth running of the school.

## **Job Description**

### Scope and Purpose

Our Facilities & Maintenance Manager has an important role to play in ensuring that the buildings and grounds are safe, functioning spaces for pupils, staff and visitors.

This is achieved through management of a robust Planned Preventive Maintenance programme, performance of statutory health and safety checks, and timely undertaking of repair and other support tasks.

The Facilities & Maintenance Manager works closely with other members of the Bursary team, including the Compliance & Operations Officer and Groundsperson, and provides a key link with specialist contactors. In addition, the Facilities & Maintenance Manager acts as one of the school's full First Aiders at Work and is one of the school's minibus drivers. The Facilities & Maintenance Manager has a designated office and workshop.

### Responsibilities and Tasks

- Opening up the site in the mornings (as well as locking the school during holidays) and being a main key holder for the school. Issuing of security fobs to staff.
- Undertaking routine and emergency maintenance of the school including, but not limited to:
  - Small carpentry jobs
  - Painting and decorating of small areas
  - Basic plumbing
  - Maintenance of locks
  - Window cleaning and low level gutter clearance
- Scheduling contractors to undertake specialist repair and maintenance tasks (e.g. electrician or plumber), and managing contractors on site.
- Ensuring all relevant health and safety legislation and guidance is complied with (e.g. relating to safe use of ladders).
- Carrying out statutory health and safety checks, and maintaining accurate records (e.g. fire alarm testing, legionella temperature records)
- Conducting routine minibus checks, and driving the minibus to the garage for inspections and services.
- Driving small groups of children locally in the minibus (full driver training provided)
- Providing general support around school, including but not limited to:
  - Taking rubbish to the bins and ordering skips
  - Moving furniture, setting out chairs
  - Cleaning up bodily fluid spillages (e.g. vomit) and unblocking toilets
  - Assisting with weather-related hazards (e.g. snow clearance)
- Undertake all mandatory training relevant to the post.
- Demonstrating commitment to safeguarding and promoting the welfare of children, including but not limited to completing safeguarding training as required, and ensuring any safeguarding updates issued by the school are read and understood.
- Attending termly Health & Safety committee meetings.
- Acting as a full First Aider at Work (one of a team of six).
- Championing health and safety on site, and maintaining the highest standards of health and safety.
- Undertaking any other reasonable duties as requested by the Bursar.

## **Person Specification**

To be successful in this role, you will need to be able to demonstrate the following:

### Qualifications, Skills and Experience

- Previous general maintenance experience (essential).
- A full clean UK driving licence (essential) and a willingness to undertake minibus driver training.
- Demonstrable competence in carrying out general repairs and maintenance tasks (essential).
- Able to climb ladders and undertake the physical demands of the role in line with relevant health and safety guidelines (essential).
- Able to keep accurate records of statutory checks undertaken (essential).
- Basic IT literacy, with the ability to complete online training modules and update inspection records (essential).
- A first aid qualification (desirable) and a willingness to undertake full First Aid at Work training.

### Knowledge and understanding

- Prior knowledge of relevant Health and Safety legislation and guidance (desirable), and a commitment to undertake all required health and safety training.

### Personal characteristics

- Punctual, dependable, polite and well presented.
- A positive approach to work and a 'can do' attitude.
- Good verbal and written communication skills.
- Ability to prioritise your own workload, as well as work as part of a team.
- Willingness to support colleagues
- Good sense of humour.

## **Safeguarding and Probation**

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. In accordance with the DfE's Keeping Children Safe in Education 2024, references will be sought on all short-listed candidates prior to interview, and online checks undertaken.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

The successful applicant's appointment will be subject to successful completion of a one year probationary period.

## **Further Information**

Please let us know if you have a disability and require reasonable adjustments for any part of the recruitment process.

Up to date information and policies (including 'Recruitment, Selection and Disclosures Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice') may be found on our website, [www.richardpate.co.uk](http://www.richardpate.co.uk).

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

## **How to Apply**

To apply, please download an application form from our website ([www.richardpate.co.uk](http://www.richardpate.co.uk)), or call Mrs Wray in the Bursary (01242 522052) for a paper copy of an application form.

Please post completed application forms to the following address:-

Bursary  
The Richard Pate School  
Southern Road  
Cheltenham, GL53 9RP

Alternatively, e-mail completed application forms to: [bursar@richardpate.co.uk](mailto:bursar@richardpate.co.uk)

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

**Applications must be received by 12:00pm on Monday 2 December 2024.**

**Interviews will be held on Monday 9 December 2024**

**Start Date: as soon as possible**

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*Pate's Grammar School Foundation is an equal opportunities employer.*