

APPOINTMENT OF A

MAINTENANCE TECHNICIAN

FULL TIME TO START AS SOON AS POSSIBLE



HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for over 460 years.

We are a lively, friendly and caring School community, in which innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a significant number move on to global top 10 universities; we also support pupils who wish to study at universities in North America, some of whom secure academic and/or sporting scholarships.

Our alumni network is extremely strong and former pupils remain very committed indeed to their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between Hampton staff and their pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that pupils and staff benefit from first-class facilities across all areas of School life.

These include a state-of-the-art 3G sportsground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and a superb Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can be found on the School website and a summary booklet of the inspection team's key findings is linked here.



THE ROLE

This is an exciting opportunity to join Hampton School's professional maintenance team as soon as possible.

This is a full-time position with normal working hours Monday to Friday 8.15am to 4.45pm. The successful applicant will also be required on occasion, to cover shifts for the School Keepers when and this could include some weekend working for which overtime would be paid.

The School's Estates team are responsible for ensuring the Trust sites provide a safe environment for pupils, staff, visitors and contractors, whilst maintaining a high quality of service with the School.

Alongside the safety aspects, the Maintenance as part of the Maintenance team will be responsible for maintaining the decoration of the School and other general maintenance takes.

Maintenance and Keepers are employed on a school-wide basis and not specific to any one site.

The Maintenance Technician is line managed on a daily basis by the Maintenance Supervisor who is responsible to the Estates Manager, Deputy Bursar then Bursar.

We encourage applications as soon as possible however the School reserves the right to offer the post at any stage in the appointment process.



KEY RESPONSIBILITIES

The responsibilities below outline the key responsibilities of the role and are not exhaustive.

Maintenance

- To carry out general building maintenance as directed by the Maintenance Supervisor
- To carry out painting and decorating works
- Ability to plan and prioritise a range of regular and irregular tasks
- Good knowledge of building defects and repairs
- Use own initiative to analyse situations and devise solutions
- Assist the School Keepers when large scale events are being held and additional support is required such as setting large spaces for exams
- Building flat pack furniture as and when required.

Security and Associated Duties

- To carry out security procedures for all school buildings and grounds
- To activated and de-activate the School alarm systems.
- To open and close the School premises, including gates, doors, windows, fire exits, etc., for the purpose of school use, lettings, out of school hours events, maintenance and emergency services
- To respond to alarm call outs from the School's alarm provider
- To liaise with the emergency services including calling out if required
- To reports incidents to the Facilities Manager
- To patrol the car parks and identify unofficial cars parked
- To keep a list of all contractors on site and supervise them when on site
- To monitor site CCTV and to escort off site any unauthorised visitors.

Other Duties

- To be aware of the positions of all school stopcocks and gas & electric meters
- To ensure that the boiler houses are kept tidy and safe
- To ensure that all duties are carried out in accordance with Health and Safety regulations and adhering to the School's Health and Safety Policy
- To undertake training and development as required.
- Drive School vehicles as required
- To undertake any other duties which may be reasonably required by the Headmaster and/or Bursar in association with the above role
- To act as Fire Marshal and First Aider as required Training will be provided
- Any other reasonable tasks required.

Training

- Where necessary, to undergo on the job training under the general direction of your line Manager and/or Bursar to increase competence, proficiency and safety awareness
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.



PERSON SPECIFICATION

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience

- A commitment to the paramount importance of safeguarding and wellbeing of pupils
- A customer focused approach and attention to detail are essential combined with a willingness to go the extra mile and a ‘can do’ approach
- Capable of working positively under pressure with a flexible outlook that supports the rest of the team
- A smart appearance, friendly/polite demeanour and good communication skills
- Be flexible and adaptable in order to meet the ever-changing needs and priorities
- The ability and willingness to learn new skills
- A willingness to assist and deal confidently with staff, pupils and visitors to the school
- Excellent administrative skills
- Be organised and methodical in your approach, cheerful, well-presented, work co-operatively within the team and be prepared to assist with whatever appropriate tasks as directed
- Possess good interpersonal skills, be a team player and have the ability to learn quickly and integrate into a busy School
- Competent IT skills to be able to complete mandatory safeguarding and Health and Safety courses online
- Knowledge of Health and Safety working practices or a willingness to learn
- Mental and physical capability and level of fitness to undertake repetitive heavy lifting and moving within the Health and Safety guidelines of the school
- Clean UK Driving Licence.

Training

- Where necessary, to undergo on the job training under the general direction of your line Manager and/or Bursar to increase competence, proficiency and safety awareness
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.



SALARY

The salary will be based on the Hampton School Scale for Support Staff and for this position will be up to £35,200 per annum.

You may on occasion be required to work on Bank Holidays, for which you will be paid the 1½ hourly rate (time and a half).

The Governors review salary Scales each year to ensure they remain competitive and is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

The Hampton School Trust Governors also currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School's eligibility requirements: death-in-service benefit insurance policy; a Medicash healthcare cash plan; enrolment in an appropriate Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, free lunch, sports facilities and counselling.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors. And may be withdrawn or changed at any time.

Hampton School is pleased to be a London Living Wage employer.

HOURS & HOLIDAYS

The salary is for a 37.5 hour week Monday to Friday 8.15am to 4.45pm. Other additional hours will be agreed in advance with the Estates Manager

Your annual leave entitlement is 26 working days per academic year (holiday year runs from 1 September to 31 August). You will be required to take holiday during periods when the School is not teaching (School holiday periods).

It is a requirement of the role to be based on site at Hampton School during Hampton term time.

Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors. And may be withdrawn or changed at any time.



EQUAL OPPORTUNITIES

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals and to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School.

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 and Procedures at all times. The School reserves the right to offer the post at any stage in the appointment process.

Further details of the School are available on the website.

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Please note that all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

For an informal discussion about the role and requirements, please contact Human Resources via **recruitment@hamptonschool.org.uk** or call **020 8979 5526**.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

www.hamptonschool.org.uk