**Job Description**

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| **Job Title:** | Multi-Trade Operative with Flooring |
| **Hours of Work:** | 08:00 to 16:00 Monday to Friday |
| **Department:**  | Estates |
| **Job Grade:**   | 6 – Annual salary of £30,000 |
| **Accountable to:** | Estates Building Assistant ManagerEstates Building Manager  |
| **Number of direct reports:** | None  |
| **Budgetary responsibility:** | None |
| **Location:** | Stowe School |
| **Purpose of the role:**  | The Multi-Trade Operative will be responsible for general maintenance and repair across the school estate, ensuring a safe and high-quality environment for students, staff, and visitors. The role will involve undertaking a range of general maintenance and multi-trade tasks, including carpentry, basic plumbing, and general building repairs. The postholder will play a key role in the upkeep of the school's historic and modern buildings, delivering high standards of workmanship and contributing to the efficient operation of the Estates Department. This role will have a particular focus on flooring related tasks and will be the first responder for reactive flooring related maintenance requests, as well as carrying out planned works. |
| **The Stowe Group**  |
| The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme. |
| **Vision & Ethos**  |
| We are Change Makers Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.The Group’s talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.  |
| **Key Tasks:** |
| **Key Responsibilities and Accountabilities:****Collaboration with the Team and Wider School Community*** Work closely with the Estates Team, ensuring a coordinated approach to maintenance, repairs, and project work across the school estate.
* Communicate effectively with the Estates Building Manager and Assistant Manager, reporting on maintenance issues, progress of work, and any health & safety concerns.
* Collaborate with other trades, contractors, and external specialists to ensure high-quality work and compliance with relevant regulations.
* Provide support to teaching and support staff, responding promptly to maintenance requests from HALO (maintenance reporting software) to minimise disruption to school activities.
* Liaise with matrons and other key staff to prioritise workload effectively, ensuring essential repairs are completed in a timely manner.
* Engage with the wider school community, ensuring all work is carried out with minimal impact on students, staff, and visitors.
* To carry out any other reasonable tasks as requested by the Estates Management Team that may not be linked directly with the role, but will aid the overall benefit of the school.

**Compliance with Regulations and Standards*** Ensure all maintenance work is carried out in accordance with British Standards, including:
	+ **BS 7671 – Electrical Safety Regulations**
	+ **BS 5268 – Structural Use of Timber**
	+ **BS 9999 – Fire Safety in the Design, Management and Use of Buildings**
* Adhere to the **Construction (Design and Management) Regulations (CDM 2015)**, ensuring all work is planned and executed safely, particularly when working at height or handling hazardous materials.
* Comply with **asbestos regulations**, ensuring safe handling and reporting of any suspected asbestos-containing materials in accordance with the Control of Asbestos Regulations (CAR 2012).
* Ensure compliance with the **Work at Height Regulations (WAHR 2005)** when working on windows, roofs, or elevated surfaces.
* Conduct thorough **risk assessments and method statements (RAMS)** before commencing work.
* Adhere to the **Control of Substances Hazardous to Health (COSHH) guidelines** for safe handling, use, and disposal of hazardous substances such as adhesives, sealants, and glass materials.
* Ensure all work involving fire doors and associated hardware complies with **fire safety regulations** and British Standards for fire door installation and maintenance.

**Quality Assurance & Maintenance Standards*** Assist with the repair of glazing installations to the highest professional standards, ensuring durability, safety, and energy efficiency across the estate.
* Undertake multi-trade tasks in compliance with relevant British Standards and regulations.
* Ensure all materials, tools, and equipment are used correctly, well-maintained, and fit for purpose.
* Conduct routine **fire door inspections** and repairs, ensuring compliance with **BS 8214 – Timber-based Fire Door Assemblies** and fire safety standards.
* Maintain accurate records of all maintenance work undertaken, ensuring documentation is up-to-date and compliant with regulatory requirements.

**Key Tasks:****Locksmith*** **Install, repair, and maintain** locks, door hardware, and security systems in compliance with **BS 3621** (for thief-resistant locks) and other relevant standards.
* **Key management**, including cutting, duplicating, and issuing keys while maintaining accurate records.

**Multi-Trade Maintenance & Repair*** Carry out flooring works including vinyl, underlay, carpet installations (including carpet tiles) and all necessary preparation works.
* Undertake **minor plumbing tasks**, such as repairing leaks, sealing joints, and maintaining drainage around windows and doors in compliance with **WRAS guidelines**.
* Assist with general building repairs, including **plastering, painting, and decorating** following glazing or maintenance works.
* Fit and repair **window and door ironmongery**, such as locks, closers, and restrictors, ensuring compliance with security and **fire safety regulations**.
* Conduct **fire door repairs** and inspections to maintain fire safety compliance.
* Support the Estates Team in **roof maintenance**, including gutter clearing, soffit and fascia repairs, and skylight inspections.
* Assist in **flooring repairs**, including sealing, tiling, and minor surface restoration.
* Carry out statutory audits, including **fire door inspections** and other **planned preventative maintenance** (PPM) tasks.
* Act as a **first responder** for maintenance issues in a defined range of buildings and perform inspections in line with the **Planned Preventative Maintenance Schedule**.
* Carry out basic electrical repairs such as replacing fuses, light bulbs, re-wiring of plugs etc in accordance with **BS 7671 – Electrical Safety Regulations**

**Health & Safety Compliance*** Carry out works in full compliance with **CDM 2015 Regulations**, ensuring safe working practices at all times.
* Conduct **risk assessments and method statements (RAMS)** before starting any task.
* Ensure compliance with **PUWER 1998** regulations for the safe use of power tools and equipment.
* Safely handle and dispose of glass, adhesives, sealants, and other materials, following **COSHH guidelines**.
* Maintain and correctly use **personal protective equipment (PPE)**, such as gloves, eye protection, and safety footwear.
* Use **School vehicles** in a safe and reasonable manner, ensuring vehicles are parked securely and any faults are reported to the Maintenance Manager.
* Operate the school’s **mobile elevating work platform** safely and responsibly.

**Safeguarding Statement**Stowe School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an **enhanced DBS check** and provide references prior to employment. |

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| **Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form |
| **Attributes** | **Essential**  | **Desirable**  |
| Qualifications | GCSE’s Grade C and above | * NVQ Level 2 in Flooring
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| Specialist Skills and Experience | * Knowledge of regulations and standards covering the construction/maintenance industry.
* Knowledge and experience of working in historic buildings.
* A sound knowledge of Construction practices.
* Ability to read drawings and take information from specifications, schedules etc.
* Knowledge of construction related health and safety regulation and practices.
 | * PASMA Licence/experience of using cherry pickers
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| Personal Qualities  | * Good communicator both oral and written
* A friendly and helpful manner
* To be physically fit and agile
* Flexible
* Willingness to undertake a range of jobs as requested by the Estates Management Team
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| This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder |
| **Date Agreed: June 2025** |

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| **Our Values** |
| **Value scales:**

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| **This value is the least important to the role** | **This value has some significance to the role** | **This value is desirable to the role but not essential** | **This value is important to the role** | **This value is essential to the role** |
| **1** | **2** | **3** | **4** | **5** |

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| **In the role of Glazier we are looking for Change Makers who are (please highlight as appropriate):** |
| **Professional:** | 1 | 2 | 3 | 4 | 5 |
| **Creative Problem Solvers**: | 1 | 2 | 3 | 4 | 5 |
| **Kind:** | 1 | 2 | 3 | 4 | 5 |
| **Flexible:** | 1 | 2 | 3 | 4 | 5 |
| **Collaborative:** | 1 | 2 | 3 | 4 | 5 |
| **Communicator:** | 1 | 2 | 3 | 4 | 5 |