



Appointment of
MAINTENANCE SUPERVISOR

SWANBOURNE HOUSE
BUCKINGHAMSHIRE



WELCOME TO SWANBOURNE HOUSE

Swanbourne House is an incredibly special and beautiful place to work. We are lucky to have state-of-the-art classrooms, outstanding sports facilities and grounds that genuinely need to be seen to be believed.

I am passionate about providing the most inspiring education to the children in our care and working together as part of a team to create the extraordinary. The Swanbourne House pupils and their families benefit from highly talented staff, and we work together in a culture where every view is valued, we support each other and colleagues' wellbeing and morale is prioritised.

Swanbourne House is part of The Stowe Group, and we benefit from this in numerous ways. Our pupils have access to the facilities within The Group and our staff have the opportunity to work alongside teaching staff at the other schools.

I hope that you find this application pack both useful and informative and I look forward to welcoming you to Swanbourne House soon.

Nick Holloway
Head

Swanbourne House School is an independent day and boarding school, for children aged 3 to 13 years. Set in 55 acres of Buckinghamshire countryside, with a dynamic & challenging curriculum, small class sizes, inspirational extra-curricular activities and extensive facilities, we're creating change makers ready for the world of tomorrow.

State-of-the-art Science Labs | IT suites | Specialist Teaching across Subjects from Year 5 | Art Studio | Design, Technology and Engineering Lab

The Pre-Senior Baccalaureate (PSB) is the assessment framework used in Years 7 and 8, but its roots grow throughout the curriculum across all year groups. The PSB is based on strong academic foundations, but also encourages skills such as critical thinking, creativity and problem-solving. Pupils are encouraged to think 'how' and 'why' and see setbacks as a step on the path to success as they develop curiosity, challenge their thinking and develop new ways to learn.

Last year, Swanbourne House pupils were awarded an impressive 13 scholarships and exhibitions to leading senior schools across the UK.

The Manor House

The Manor House, our dedicated teaching, play and outdoor space for children from Pre-Reception to Year 2 is at the heart of our school. Adjacent to farmland, with small class sizes, experienced and passionate teachers and an innovative approach that develops skills alongside academic progress, Swanbourne House is a special place for your child to start their learning journey. New play areas - including The Fort - have recently been built.

Pupils receive specialist teaching in Music, Sport and French during their time in the Manor House, have swimming lessons at our onsite pool from Reception and have a wide choice of enriching extra curricular activities, including rugby, ballet, science club and Mandarin.



MAINTENANCE TECHNICIAN

Date of Appointment: ASAP

Reporting to: Maintenance Supervisor

Hours of work: Full time 37.5 hours per week (Early Shift 07:30- 15:30, Late Shift 10:00- 20:00.

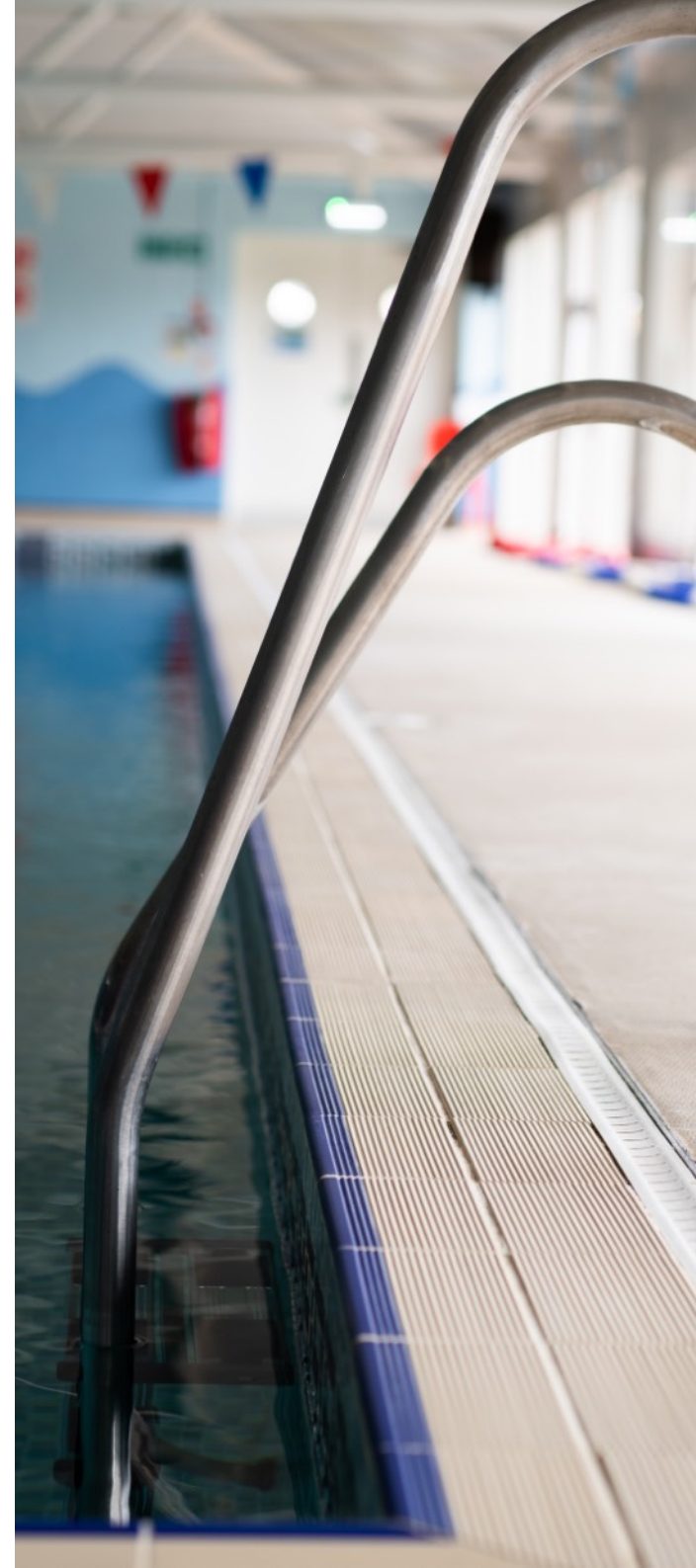
Occasional weekends may be required)

The Role

We are looking for a friendly, outgoing, and professional Maintenance Technician to assist the Head of Grounds and Maintenance with the planning and organising of all aspects of maintenance in and around the school and any other properties that the school may have at their disposal.

KEY DUTIES & RESPONSIBILITIES

- To deliver a first class and responsive service to the school wherever possible. This is a great role for an all-rounder
- The needs of the school will require a flexible approach to hours of work, including some work at weekends if required.
- The role will include caretaking responsibilities
- The role may also include driving the school minibus in the morning to bring some of our pupils to school.
- To be capable of carrying out repairs and maintenance to the building, its facilities and infrastructure including – plumbing, glazing, joinery, painting, patch plastering, and general repairs
- Monitoring the standards of the premises and furnishings and reporting any problems or faults to the Maintenance Supervisor.
- Advising the Maintenance supervisor to any repairs and completing them where possible
- Assist in carrying out ongoing preventative maintenance programs.
- Assist in carrying out building compliance throughout the premises.
- Review work and order priorities on a daily basis.
- Perform routine maintenance tasks such as changing bulbs and repairing doors/windows.
- Oversee the operation of equipment used in performing maintenance work.
- Ensure that facility grounds and parking lots are clean of debris and rubbish.
- Inspect buildings and grounds.



- Assisting the maintenance Supervisor in ensuring that the legal provisions relating to Health and Safety at work are properly adhered to, including the safe storage of any flammable/toxic substances on site [excluding workshops/laboratories]
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage
- Preparing the school premises and site for out of school activities and clearing up after these activities
- To participate in arrangements for areas used for school functions which may include Parents' Evenings, Assemblies, Examinations, PTA events, and Curriculum Information Evenings. This will include moving such items as tables, chairs etc.
- Liaise with maintenance suppliers, pest control and utility suppliers as requested.
- Assist the Maintenance supervisor in obtaining quotes from contractors with regards to works to be carried out.
- To be aware of, and comply with, the policies and procedures relating to safeguarding, health and safety and security.
- Assisting with caretaking responsibilities when required.
- Undertake any other work as reasonably requested by the Head, Director of Operations or Maintenance Supervisor.



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	<ul style="list-style-type: none"> • Previous experience in the maintenance/estates industry or relevant trade skills. • Qualified to work in the UK. • Good basic education • A full, clean driving licence 	<ul style="list-style-type: none"> • Training/ Experience in relevant areas including but not limited to the below • A relevant trade – [e.g. Joinery, painting, plumbing] • Fire/Fire door inspection remedials • Manual Handling • Working at Height • Asbestos awareness • Legionella awareness • NPORS / PASMA
Specialist Skills and Experience	<ul style="list-style-type: none"> • Ability to work in a fast-paced environment and to multi-task. • Experience of working in a maintenance team. • Managing workload and prioritising jobs. • Ability to communicate effectively with customers. • Knowledgeable of Health and Safety regulations pertinent to the areas of responsibility. • Proven ability to work to high standards. 	<ul style="list-style-type: none"> • Previous experience working in a similar position in a School or similar. • An understanding of General Maintenance • Must also be able to work without supervision and prioritise workload according to fixture lists and weather conditions
Personal Qualities	<ul style="list-style-type: none"> • Good organisational skills with the ability to prioritise, plan, and organise your own and others workloads effectively to achieve objectives. • Hard working, punctual and reliable. • Diplomatic and tactful • Physically fit in order to carry out lifting and handling duties. • Fluency in written and spoken English. • Commitment to the ethos of the school. • Able to take direction. • Able to work as part of a team. • Passion, resilience, integrity, enthusiasm, willingness and optimism. • Approachable at all times and is empathetic to the needs of others. • Be able to work flexibly as workloads require and take ownership of tasks. • Attention to detail and ability to actively question and clarify information. • Flexibility of working hours • enthusiastic together with a mature attitude. • Able and willing to undertake additional duties as part of the whole-school team. 	

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.



In this role we are looking for
Change Makers who are:

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

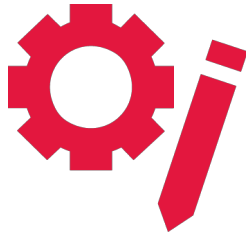
VALUE SCALES

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

COLLEAGUE BENEFITS



Discounted School Fees
At Stowe Group schools



Learning and development opportunities



Volunteer leave
Up to 2 days paid leave for volunteering



Shopping discounts
Through the 'Discounts for Teachers' website



Free refreshments



Free annual flu vaccine



Each person reward and recognition
Discounted shopping, cashback and access to diesel fuel card



£85 Annual Golf Membership
For you and immediate family (applies to permanent colleagues only)



Wraparound childcare
Free wraparound childcare available for all colleagues at Prep Schools



Enhanced holiday entitlement
Your contract will provide details of the exact holiday entitlement you will receive



Employee wellbeing programme
Including free access to counselling services, physiotherapy and more

YOUR APPLICATION

An application form can be downloaded from The Stowe Group Recruitment website. Please complete the application form along with a covering letter detailing why and how your skills and experience could see you thrive in this role.

If you need any help with the application process, please contact:
recruitment@stowe.co.uk or call 01280 818005

Start date: ASAP

Lunch is provided free of charge.

Offers of employment are made subject to receipt of satisfactory references, DBS clearance and online background check carried out by our third-party partner, SP Index.

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The Stowe Group is committed to providing outstanding safeguarding of the children in our care. You will be required to adhere to the School's safeguarding policy and guidelines and ensure that the safeguarding of children underpins everything that you do. Every member of staff of The Stowe Group has the responsibility to safeguard the children.





THE *Stowe* GROUP

In January 2021, Swanbourne House became part of The Stowe Group. The Stowe Group comprises Stowe School, Ashfold, Swanbourne House School and Winchester House School. The Group's formation has given pupils and staff at Swanbourne House access, not only to Stowe's world-famous estate, but to its expertise in teaching and learning as well as governance. The Stowe Group recently launched its Change Makers vision along with the Change 100 programme to raise £100m for transformational bursaries. The Stowe Group is part of Allied Schools, an association of independent schools which uphold the Protestant and Evangelical principles of the Church of England.

The Stowe Group does not aim to produce stereotypes or mould pupils into conventional all-rounders. Change Makers are encouraged to grow in their own way and celebrate the differences between them. Nurturing the emotional, physical and mental well-being of each pupil is of paramount importance and our culture is characterised by teamwork, collaboration and mutual respect. Mindful of their ethical, intellectual, physical and social development, we educate and support our pupils to achieve fulfilling lives. Our goal is to inspire pupils and staff to be Change Makers who will shape positive futures for themselves, their families and the global community.

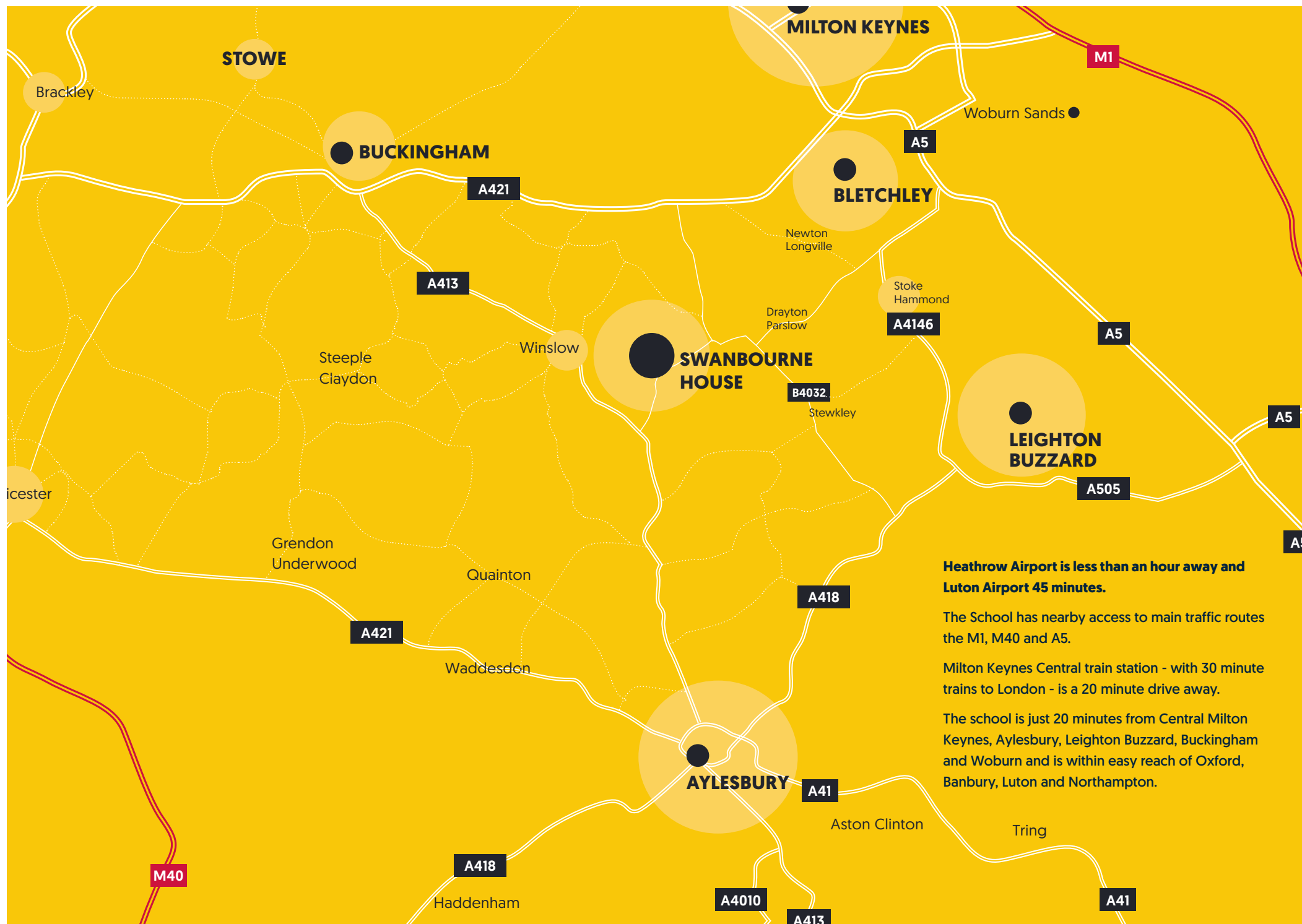
Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, creativity, team-work and collaboration, self-reflection and lifelong engagement. World-class facilities support

our educational aims and are shared with the wider community. We strive for excellence and celebrate achievement, valuing education as a journey and not a destination in the belief that all pupils can exceed their potential. Learning is learnable and everyone can improve.

Our aim is to encourage personal development by creating a flourishing, vibrant, cohesive, caring and socially inclusive community which embraces pluralism, diversity and intercultural understanding. We celebrate differences by giving everyone a voice and then listening to multiple viewpoints. We believe it is our collective responsibility to develop the cognitive, physical, emotional and spiritual well-being of everyone in our community.

We are committed to the development of character, with particular emphasis on tolerance, resilience, honesty, humility, courage, compassion, gratitude and service. While many pupils compete at the highest level in sport, our aim is to provide a wealth of co-curricular activities which pupils of all abilities can access and enjoy. Through teaching, coaching and counselling, we will do our utmost to support pupils to be their best, do their best and feel their best. We honour the legacy of Change Makers from the past by looking forward to a future where wealth is not a barrier to success. We are building an endowment to support Change 100 which will promote social mobility by allowing unprecedented access, regardless of financial means or circumstances, to a Stowe education. We have developed partnerships with local schools, explored international opportunities and strategic links with universities, businesses and NGOs. We strive to attract and retain employees of the highest calibre.

Environmental stewardship and sustainability are cornerstones of a Stowe education. Stowe stands in the most sublime setting of any school in the world and embodies beauty and liberty. The historical importance of Stowe should give pupils and staff a heightened awareness of their social and environmental responsibility in preserving this unique eco-system. We have developed and implemented a comprehensive Environmental Stewardship Programme which confronts a variety of challenges, including climate change and environmental sustainability.



Heathrow Airport is less than an hour away and Luton Airport 45 minutes.

The School has nearby access to main traffic routes the M1, M40 and A5.

Milton Keynes Central train station - with 30 minute trains to London - is a 20 minute drive away.

The school is just 20 minutes from Central Milton Keynes, Aylesbury, Leighton Buzzard, Buckingham and Woburn and is within easy reach of Oxford, Banbury, Luton and Northampton.



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