

Job Description

Job Title:	Maintenance Assistant
Hours of Work:	9am – 5pm (37.5 hours per week)
Department:	Maintenance
Job Grade (if applicable):	6
Accountable to:	Head of Maintenance
Number of direct reports:	N/A
Budgetary responsibility:	N/A
Location:	Winchester House School
Purpose of the role:	The post holder will be responsible for the supporting the Head of Maintenance in the management of the buildings and grounds across the site. The needs of the school will require a flexible approach to hours of work including some work at weekends. Close liaison with the Head of Maintenance, and the rest of the Estates team, will be essential on day to day basis. This role will offer the scope to increase knowledge and skillset with in post training. The main focus will be on ensure that the day to day maintenance requirements of the school are met. The post holder, and the rest of the Maintenance and Estates Team, will be responsible for the provision of a safe, secure, clean, warm and stimulating environment for pupils, staff and visitors and ensure that Health and Safety requirements are complied with.
The Stowe Group	
The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, 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 Change Makers vision and Change 100 programme.	
Vision & Ethos	
We are Change Makers 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. Our 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. 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. We strive to attract and retain employees of the highest calibre.

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 well-being, provide opportunities for professional growth and create a culture of community and partnership. Environmental stewardship and sustainability are cornerstones of The Stowe Group.

Pupils and staff have a heightened awareness of their social and environmental responsibility in preserving our 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.

Key Tasks:

- To assist with the Planned Preventative Maintenance and routine daily, weekly and other periodic checks as required by service and operational requirements when required.
- To assist with the delivery of both planned and reactive maintenance including COSHH and risk assessments
- Within skillset, undertake works as directed by the Head of Maintenance enabling the school to be maintained in a state of good repair in order for lessons and other activities to proceed with minimum disruption.
- To comply with current Health & Safety legislation, School Policy and good working practices in relation to both the use of school premises and personal duties and responsibilities.
- To work with the rest of the Maintenance and Estates team with moving furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.
- Carry out daily visual checks of equipment and machinery, reporting any issues to the Head of Maintenance
- To have a basic understanding of the services (electrical, plumbing etc) on site to assist with any issues that may arise, within skillset.
- Ensure all equipment, machinery and buildings are secure at the end of each day.
- Keeping the staff areas and tool sheds clean and tidy.
- If required, to assist with the management of all waste disposal including weekly bin collections, recycling materials, cardboard crushing, external bins and collection of recyclable materials across the school.
- If required, to assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by pupils and teachers and other staff are available when and where required.
- To assist with the provision of front-line grounds services in adverse weather conditions, including snow/ice clearance from pathways around the sites
- Possess a basic understanding of legislation relating to grounds-related chemicals and dangerous substances; to promote safe working practices at all times when grounds staff are using these

- To assist with conducting risk assessments, developing contingency plans and be able to respond to emergencies. Actively promote safe practices of self and others. Respond to emergencies by using emergency equipment and calling assistance.
- Ensuring records and logbooks are sufficient for all relevant activities as appropriate to job role

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		• Plumbing, electrical or carpentry qualification of any level • UK Driving Licence
Specialist Skills and Experience		• Experience with FMS would be advantageous • Basic understanding of Health and Safety requirements, although training will be provided • Recent and relevant training and experience in this type of role, especially within a school environment
Personal Qualities	• Ability to undertake relevant training • Good level of numeracy, accuracy and an eye for detail • Must be able to develop good relations with staff and pupils and the wider school community • Must be fit and capable of heavy work and lifting • Must be able to work in all weather conditions including rain, snow etc	

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: October 2025



Our Values



Value scales:

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

In the role of Maintenance Assistant 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