

Job Description

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| Job Title: | Maintenance Assistant |
| Hours of Work: | 08:00 to 16:00 Monday to Friday |
| Department: | Estates |
| Job Grade: | 6 |
| Accountable to: | Group Estates Building Manager |
| Number of direct reports: | None |
| Budgetary responsibility: | None |
| Location: | Stowe School |
| Purpose of the role: | <p>The Maintenance Assistant will be responsible for general maintenance and repair across the school estate, ensuring a safe and high-quality environment for students, staff, and visitors.</p> <p>The role will involve undertaking a range of general maintenance and building repairs, using a Planned Preventative Maintenance Schedule.</p> <p>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.</p> |

The Stowe Group

The Stowe Group of schools (currently Stowe, Swanbourne House, Winchester House and Ashfold School) was created in January 2021 and is situated on four separate sites in Buckinghamshire and Northamptonshire. Across the 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 Group Building 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.

Key Tasks

- Deliver the planned preventative maintenance (PPM) programme across the estate, ensuring tasks are completed on time and to the required standard
- Undertake hands-on maintenance across building fabric (e.g. doors, windows, locks, drainage and guttering, external pathways etc)
- Carry out routine inspections of buildings, equipment, identifying defects and reporting issues promptly

- Ensure accurate completion of PPM records and job updates via the Estates Helpdesk system.
- Support with the completion of statutory compliance activities
- Assist with reactive maintenance tasks as required, responding promptly to faults and breakdowns
- Maintain safe systems of work, including completion of risk assessments and adherence to health and safety procedures
- Work closely with other estates team members to coordinate maintenance activities and minimise disruption to school operations
- Liaise with contractors on site, providing support and ensuring works are undertaken safely and in line with site requirements
- Monitor and maintain tools, equipment and materials, ensuring they are in good working order
- Support minor project works and refurbishment activities as directed
- Ensure high standards of housekeeping across all work areas and plant spaces
- Provide a responsive and customer-focused service to staff, pupils and visitors

Health & Safety Compliance

- Carry out works in full compliance with CDM 2015 Regulations, always ensuring safe working practices.
- 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 your line manager.

- Operate the school's mobile elevating work platform safely and responsibly.
- Undertake all necessary training as required to fulfil the job description and to comply with Stowe Group Policies.

Other

- Undertake any other work as reasonably requested by the Group Head of Estates or the Group Building Manager.
- On occasions and as required visit one of the Group Prep Schools or off-site properties to aid, support or undertake works as directed.
- To follow all health and safety instructions for work activities and for using vehicles, plant and equipment if required, report any health and safety concerns or faults immediately to the designated manager. Enrol on the Grey Fleet, drive the Stowe vehicles as required and adhere to the driving policy.
- To be aware of, and comply with, the policies and procedures relating to safeguarding, health and safety and security.
- Stowe Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she comes into contact will be to adhere to and always ensure compliance with the Stowe Group's Child Protection Policy Statement.
- The successful candidate will be required to undergo an enhanced DBS check and provide references prior to employment.
- Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage

| 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 | | |
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| Attributes | Essential | Desirable |
| Qualifications | GCSE Grade C and above | NVQ in relevant trade |
| Specialist Skills and Experience | <ul style="list-style-type: none"> • Knowledge of regulations and standards covering the construction industry. • Knowledge and experience of working in historic buildings and settings. • 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. • Basic ICT skills, including emails, using online forms and internet research | PASMA Licence/experience of using cherry pickers Additional ICT skills |
| Personal Qualities | <ul style="list-style-type: none"> • 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 both inside and outside buildings | |
| 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: March 2026 | | |

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 Glazier we are looking for Change Makers who are (please highlight as appropriate):

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|----------------------------------|---|---|---|---|---|
| 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 |