

## Job Description

<b>Job Title:</b>	Maintenance Technician
<b>Hours of Work:</b>	08:00 – 16:00 Mon-Fri
<b>Department:</b>	Maintenance - Estates
<b>Job Grade:</b>	7
<b>Accountable to:</b>	Estates Assistant Building Manager (From May 25) Estates Building Manager
<b>Number of direct reports:</b>	None
<b>Budgetary responsibility:</b>	None
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	Maintenance of the School Estate

### 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:

#### The Role:

- To assist the Building Management team with undertaking general building maintenance tasks in and around the school and any other properties that the school may have at their disposal, to ensure that upkeep and statutory compliance are maintained.
- To deliver a first class and responsive service to the school wherever possible.
- The needs of the school will require a flexible approach to work delivery, and a positive response to needs as they arise.
- The role will include carpentry and general building works, as well as support to the Estates Building Assistant Manager and Estates Building Manager.
- The role may also include driving the school maintenance vans as and when required.
- Indirect and direct interaction with the school community is likely and thus a good personal approach and proactive nature are important.
- The role requires a good team player, and a willingness to support other team members if requested.

#### 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 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.

#### 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**

- Undertake maintenance 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.

#### **Maintenance & Repair**

- Carry out basic **carpentry tasks**, such as replacement kitchen work tops, door repairs, shelving installation etc.
- 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 Estates Building Manager.

**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"> <li>• Previous experience in the maintenance/estates industry or relevant trade skills</li> <li>• Qualified to work in the UK.</li> <li>• Good basic education</li> <li>• A full, clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ / BTEC / City &amp; Guilds in relevant trade</li> <li>• Fire door inspections</li> <li>• Fire Safety</li> <li>• Manual Handling</li> <li>• Working at Height</li> <li>• Asbestos awareness</li> <li>• Legionella awareness</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Experience in relevant areas including but not limited to the below.</li> <li>• A relevant trade – (e.g., Joinery, painting, plumbing)</li> <li>• Ability to work in a fast-paced environment and to multi-task.</li> <li>• Experience of working in a maintenance team</li> <li>• Managing workload and prioritising jobs</li> <li>• Ability to communicate effectively with customers.</li> <li>• Knowledgeable of Health and Safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a similar position in a School or similar.</li> <li>• An understanding of General Maintenance</li> <li>• Fire door repairs / replacement.</li> <li>• Must also be able to work without supervision and prioritise workload according to fixture lists and weather conditions</li> </ul>

	<p>pertinent to the areas of responsibility</p> <ul style="list-style-type: none"> <li>• Proven ability to work to high standards</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Good organisational skills with the ability to prioritise, plan, and organise your own workloads effectively to achieve objectives.</li> <li>• Hard working, punctual and reliable</li> <li>• Diplomatic and tactful</li> <li>• Physically fit in order to carry out lifting and handling duties.</li> <li>• Fluency in written and spoken English.</li> </ul>	
<p>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</p>		
<p><b>Date Agreed: November 2023</b></p>		

**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
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**In the role of Maintenance Technician we are looking for Change Makers who are (please highlight as appropriate):**

<b>Professional:</b>	1	2	3	4	5
<b>Creative Problem Solvers:</b>	1	2	3	4	5
<b>Kind:</b>	1	2	3	4	5
<b>Flexible:</b>	1	2	3	4	5
<b>Collaborative:</b>	1	2	3	4	5
<b>Communicator:</b>	1	2	3	4	5