



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 SUPERVISOR

Date of Appointment: ASAP

Reporting to: Director of Operations

Reporting for: Supervision and management of the maintenance, security, and compliance teams

The Role

To work closely and in support of the Director of Operations to ensure high-quality delivery of all maintenance and estates-related services, including but not restricted to site services, security, health and safety and compliance requirements. You will be a skilled, multi-trader with a carpentry background and/or good carpentry skills (other trades will be considered).

KEY DUTIES & RESPONSIBILITIES

- Ensure all buildings are maintained and presented to an extremely high standard.
- The upkeep and security of all infrastructure and Hard FM.
- Proactive in finding solutions to ensure the smooth running of the school.
- Work with the Director of Operations to plan and implement a work and planned preventative maintenance program that ensures the school buildings and grounds are always maintained and safe.
- This includes planning maintenance and security arrangements, and overseeing the procurement and management of external contractors.
- Ensure suitable systems are in place to maintain the site's security.
- Assisting in lock-up procedures for holiday cover.
- Working with the events team to ensure School events and external lettings are appropriately managed.
- Work with the head of housekeeping, Grounds and the Director of Operations to plan and meet the clients' requirements for such events.
- Ensure that the operation of the school swimming pool provides a safe environment by monitoring pool maintenance and safe pool use. (training provided)
- Keep up to date with all recordkeeping.
- Ensure job requests are completed promptly and within budget.
- Be adept at responding to reactive maintenance issues.
- Contribute to the creation and implementation of best practice maintenance supporting the development of the vision, strategy, policies, processes and procedures to aid and improve operational performance.



- Assist the Director of Operations with managing minor refurbishments delivered by contractors or in-house capabilities.
- Assist the Director of Operations in obtaining tenders and quotes.
- To create and maintain an effective Estates team and ensure that the school's changing needs are met through training and development of the in-house staff, toolbox talks, and courses.
- Develop the in-house maintenance provision and workshops.
- Apportion and oversee the delivery of maintenance tasks each week, always ensuring that the school's operational needs are met.
- Stay current on any changes that may affect the supply and demand for needed products and materials, and advise others of any impact.
- To ensure the Health, Safety and Welfare of those the post holder encounters are maintained at all times.
- The use and maintenance of hand tools and basic light machinery
- Ensure all equipment, machinery, and buildings are secure
- Keep the tool shed/equipment room clean and tidy
- Respond to emergency callouts
- Assist with the upkeep of all areas within the school perimeter
- Decoration and repairs to the fabric of the buildings, including the development and implementation of a planned decoration schedule for the school.
- Maintenance of all plants, including heating, ventilation, kitchen plants, mechanical, electrical, and piped services and drainage, either hands-on or facilitating specialist contractors.
- Management of the pool plant operations.
- Carry out minor works to improve the site as required.
- Manage contractors on site to ensure they meet legal and company requirements.
- Review and oversight of the school's security measures.
- Ensure that robust arrangements are in place to respond effectively to maintenance problems, security issues, emergencies, or other callouts always, including School Holidays, overnight, and at weekends.
- To provide safe access to the school during snow, ice, or flooding.
- To lead by example and be an approachable team player with strong interpersonal skills.
- A natural problem solver.



HEALTH & SAFETY

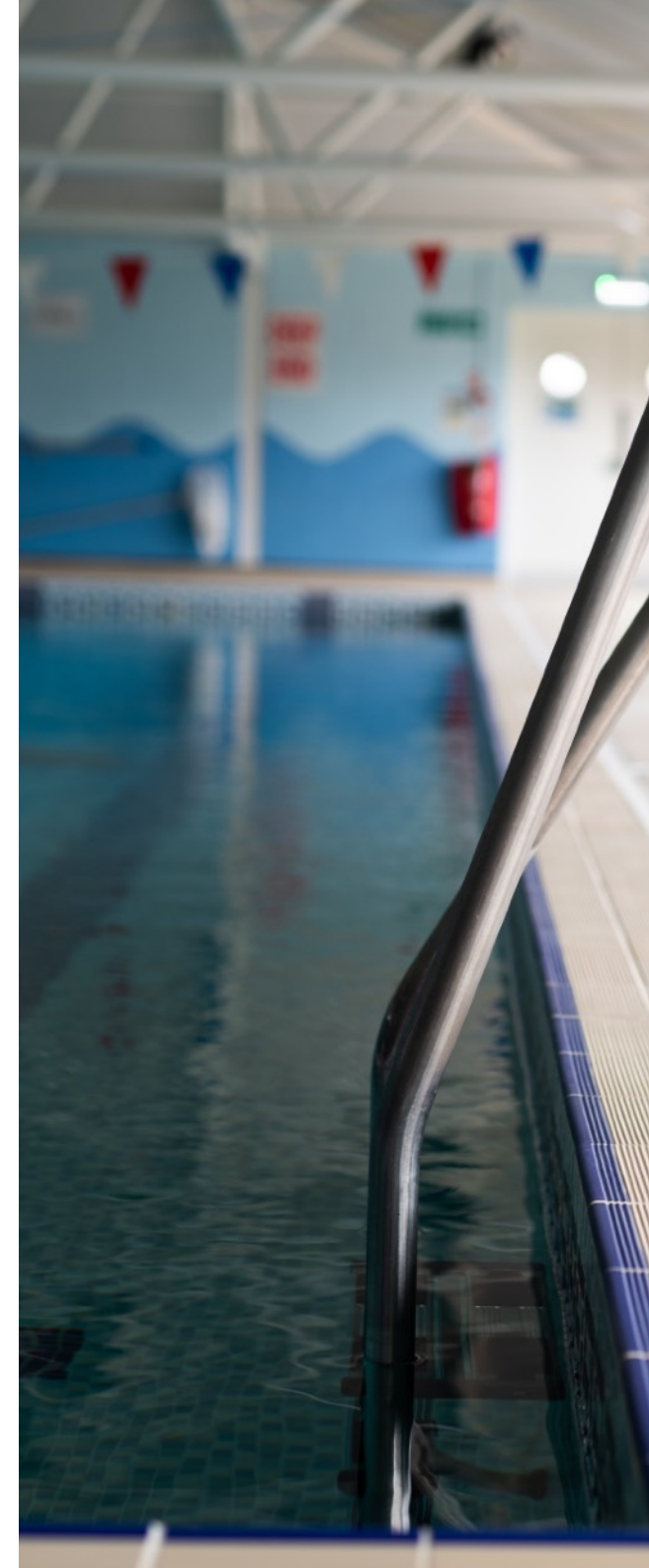
- Possess a sound understanding of legislation relating to chemicals and dangerous substances (COSHH)
- Ensure that all facilities are compliant with legislation, particularly those relating to electrical matters, asbestos, gas, and legionella, and including those relating to access for people with disabilities.
- To act as the principal fire warden and manage the school's fire arrangements.
- Ensure that risk assessments are in place for all tasks and that all team members are trained on relevant risk assessments and safe working methods.
- Ensure that the Estates Department carries out all operations in a safe and recorded manner, including operating in accordance with any health, safety and environmental legislative requirements and procedures, thereby protecting the safety and well-being of staff, pupils, and visitors.
- Ensure the health & safety policy is consistently implemented, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place to identify hazards and mitigate risks in risk assessments.
- Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues to the Director of Operations, & Senior Leadership Team, and Governors, where appropriate.

PEOPLE MANAGEMENT

- Providing effective leadership to the maintenance team to develop an effective and flexible team with high morale.
- Manage and coach the maintenance assistants to deliver best practice results, added value, and continuous improvements, ensuring that relevant training is provided.
- To line manage the compliance officer and caretaker.
- Promote high standards consistently through personal example and roll them out throughout the team so that each member understands the standards and behaviours expected of them.
- Monitor the completion of tasks, ensure good performance and record on appropriate systems.

FINANCIAL & BUDGET CONTROL

- In conjunction with the Director of Operations, to monitor the day-to-day maintenance and repair budget.



PERSON SPECIFICATION

Essential:

- Hands-on, multi-trade skillset with strong carpentry experience or a core background in carpentry.
- Proven experience in painting, decorating and general maintenance.
- Ability to manage own workload and prioritise tasks effectively.
- Strong communication skills with the ability to work collaboratively across teams.
- A proactive problem-solver with a practical, can-do attitude.
- Professional and reliable with a strong attention to detail.
- Team player, willing to support wider site needs as required.

Desirable:

- Previous experience working in a school environment and/or with Grade II listed buildings.
- Experience in line management and team supervision.
- Experience as a budget holder or working within set financial parameters.
- Ability to complete and review risk assessments effectively.
- Interest in developing and maintaining in-house provision, including workshops and facilities.



COLLEAGUE BENEFITS

The Stowe Group recognises the benefits that come with investing in people. Alongside the beautiful school surroundings at Swanbourne, there are a number of additional benefits available to all our valued colleagues. These include:

- Staff fee discount
- Free wraparound care
- Free refreshments and school meals
- Access to National Trust Gardens at Stowe
- Free or discounted access to a range of arts and culture events at Stowe
- Discounted annual family golf membership at Stowe's golf course
- Volunteer leave
- Employee wellbeing programme, including access to counselling services and physiotherapy

For more details on all benefits, please follow this link:

<https://www.stowe.co.uk/our-people/working-for-us/colleague-benefits>



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

This is a full time role (Monday to Friday, occasional evenings and weekends may be required).

Start date: ASAP

Salary: Competitive

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.

This job description 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.

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, 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.

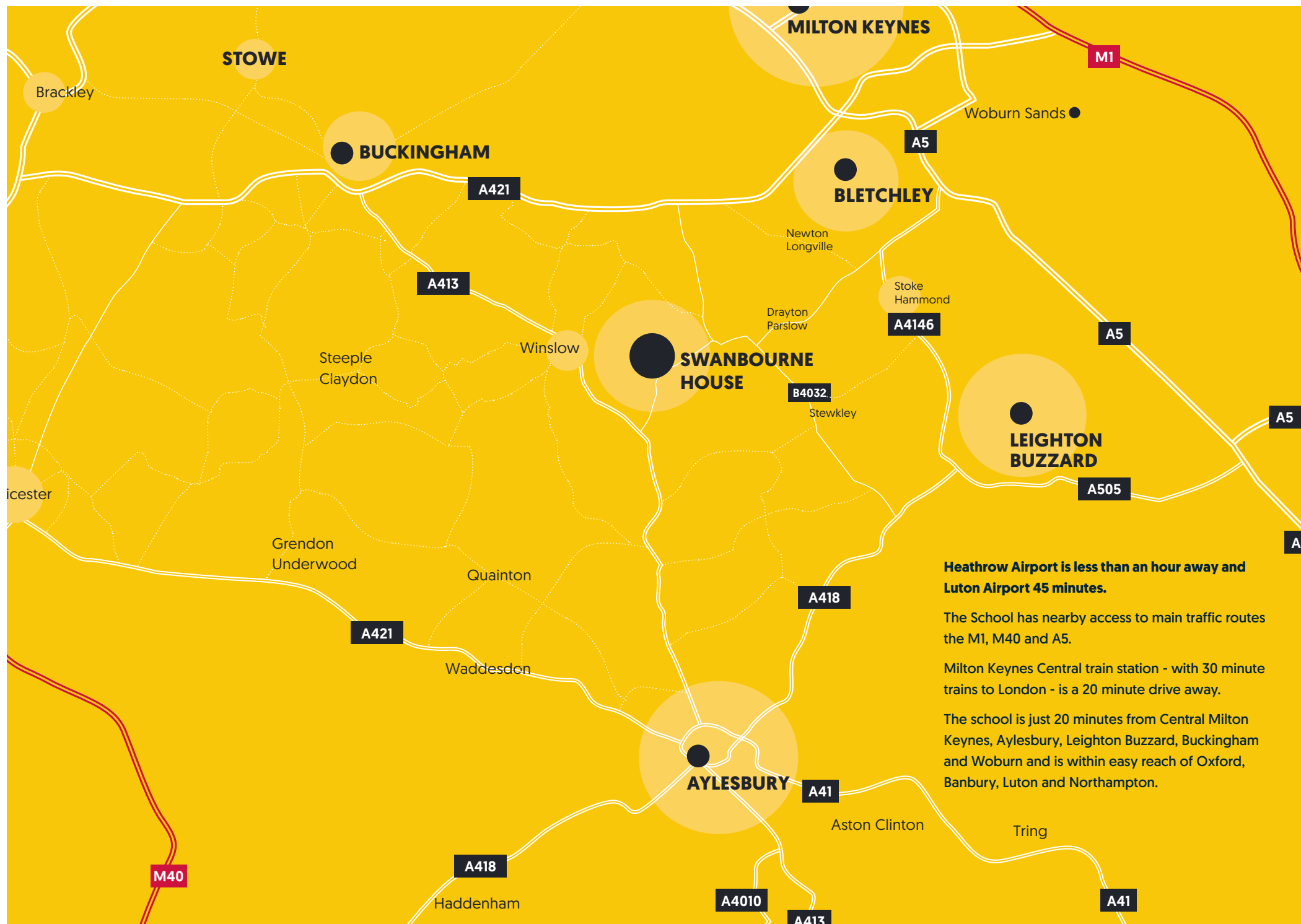
Through a broad and inclusive education, pupils are educated and prepared for life. They gain knowledge and understanding in a wide range of academic disciplines as well as developing core skills in thought leadership, critical thinking, intellectual curiosity, innovation, communication, technology, 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 Stoics 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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