



St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire.

Founded in 1915, there are currently around 550 pupils and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Job title	Maintenance Team Member		
Salary	Salary point 25 – 28 of professional services salary scale (£29,618.82 – £32,488.97)	Reporting to	Lee Varley (Estates manager)
Hours	Full time 40 hours a week Monday – Friday 08:00 – 17:00 Plus, on call for alternative weekends to a maximum of 24 per annum. Some flexible working is required to meet the needs of St Chris.	Line management responsibility	n/a

Role purpose

To be responsible for carrying out both reactive and proactive maintenance and repairs for the St Chris estate to ensure it is maintained to a good standard.

Key accountabilities and responsibilities of the role

Maintenance Team Member who will be responsible for carrying out day-to-day maintenance and routine monitoring checks across the site. You will provide safe and efficient operation of the site and maintain high standards of property repair.

The position will require a flexible working approach as you are required to be on-call for alternative weekends to a maximum of 24 per annum. You will be required to liaise with your colleague to ensure that the Estate Managers on-call Monday to Thursday periods of leave are covered.



Main Duties

- Carry out general maintenance tasks, as instructed by the Estate Manager, and assist with refurbishment work and light laboring duties, as and when required.
- To undertake minor repairs including maintenance duties for example; rehang doors, replace window catches, secure broken windows, painting etc.
- Ensuring heating systems operate efficiently.
- Be familiar with the procedure for the building evacuation in the event of fire, flood, major damage.
- Compliance with Health & Safety policies, procedures and risk assessments. All matters of a Health and Safety nature to be attended to or reported immediately.
- Security of buildings cleaning equipment and materials, store rooms and access keys.
- Regularly check, at agreed intervals, the condition and operation of general lighting, emergency lighting, self-closing fire doors, window/fasteners, extractors and yard gully's and remedy same, or report for the attention by appropriate tradesperson.
- To assist in the running and operation of the swimming pool plant room. Cleaning and chemical treatment of the swimming pool. Maintaining the equipment and filters in good order and keeping pool water at the required temperature.
- To ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and reports defects and malfunctions to the Estate Manager.
- To clean light fittings and to test lighting systems weekly replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- To ensure that gullies, drains etc. are kept free from debris and that the School and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (i.e. clearing snow, gritting etc.)
- To report emergencies in the case of faults with gas, electric and water supply to the Estate Manager, or where not immediately available technical services or regular contractors, and report minor faults on site to the Estate Manager.
- In liaison with the Estate Manager, dealing with Contractors as required.
- Assisting school functions and lettings as required, and prior to school/public relation events (e.g. open days and functions) ensure that the school is checked for tidiness, litter etc.
- Maintain the school boiler rooms, keeping it clean, free from rubbish or flammable materials.
- Undertake emergency call outs and facilitate the letting of the School, at times outside of normal hours.
- The on-call duty on alternative weekends requires the maintenance team member to be the point of contact (4.00pm Friday – 7.00am Monday) in case of any building related emergencies issues arise. If the issue can be successfully resolved over the phone, then there will be no reason to attend site. Your other colleagues within the maintenance department can be contacted to provide advice on helping resolve the issue or making safe until the next working day.
- Any other duties which maybe responsibly requested of you.



Additional duties

1. Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people. To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing
2. Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures
3. Ensure the highest degree of confidentiality and data protection of all material

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by Estates Manager and / or Director of Finance and Operations.

Person specification

Qualifications

- NVQ in general construction/plumbing/painting and decoration or relevant experience, or willingness to undertake further training.
- CSCS Card (Test for Operatives) or Site Health and Safety
- Full driving licence

Experience required

- Demonstrate substantial recent relevant experience in repairs and maintenance including skills in plumbing and painting
- Experience of working in school commercial properties
- Practical experience of Health and Safety legislation
- Be able to demonstrate high standards of customer excellence
- Determine the material required to carry out effective repairs
- Carry out surveys and make appropriate recommendations for repairs

Personal attributes

- Physically able to lift, carry and undertake the physical demands of the role of Maintenance team member
- Proven ability to work as independently and as a member of a team
- Ability to measure up accurately for materials
- Excellent organisational skills
- Open to giving and receiving positive and developmental feedback
- St Chris is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Good appreciation/knowledge of health and safety in the workplace, data protection principles and equal opportunities



Benefits of working at St Chris

We offer a range of great of benefits including: generous pension scheme for professional services team (subject to a minimum threshold) are auto-enrolled into the NEST scheme. St Chris will pay 8% into the scheme and will contribute an additional 4% if an employee matches this contribution of 4%, life insurance (4 times life), free level 1 Westfield Health which includes an employee assistance programme, access to counselling and access to health benefits, free school vegetarian lunch during term time, use of the school swimming pool and gym, discretionary fee remission scheme, ongoing continuing professional development and great work environment.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to Lee Varley (Estates Manager) to hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Helen Quinn.

Please also complete the equal opportunities monitoring form which will be immediately detached from your application.

Stage	Timescales
Closing date for applications	Noon Friday 2 February 2024
Candidates informed of outcome of application	Wednesday 7 February 2024
Interviews	Tuesday 13 February 2024 AM

We highly recommend an early application as, should we receive large number of suitable applications we reserve the right to close the vacancy early.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.