



THORNTON



Maintenance Assistant Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 247358

Thornton College is a leading independent Catholic day and boarding school for girls offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important. Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016. Most recently, the school received 'Excellent' in all areas in its most ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

School Mission Statement

To educate young people to meet the challenges of life courageously, to use their talents to the full, and to live the values of Christ's Gospel.

School Aims

1. To fosters students' academic, physical and spiritual growth; in order that we ensure that our young people are happy, confident individuals who are well prepared for life in a rapidly changing world.
2. To enable our students to discover their true potential and to work towards their full development; in order that we encourage students to see themselves and what they have to offer in the context of the wider community.
3. To enable students to grow in the knowledge and love of God; in order that we encourage them to serve Him in others and to spread the knowledge of Gospel Values.

Key Skills Necessary to Fulfil Role:

Essential:

- A genuine interest in maintenance and renovation
- An understanding of basic use of tools
- A willingness to train and acquire skills to fulfil this role.
- Be a highly motivated individual, keen to improve their knowledge and skills
- Able to reliably commute to our remote site.
- Proven tact and diplomacy in dealing with adults and children
- Ability to prioritise workload and meet deadlines
- Good organisational skills
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- The ability to work as a member of a collaborative team.
- The capacity to remain calm and to cope with the unexpected.
- Physically able to fulfil duties as part of the position advertised.

Desirable:

- Knowledge and use of tools and basic decorating.

Reports to: Head of Maintenance [for all Maintenance matters]

Head of Estates & Operations [for events set up]

Context & Overview of Role:

As part of a team, you will be responsible for assisting in maintaining the buildings and helping with general caretaking and maintenance on site. The workload changes on a daily basis depending on the school calendar.

This is a trainee position within the wider Support Team. The post-holder works within specific areas and maintenance work is prioritised and delegated by the Head of Maintenance. Events setup is prioritised by the Head of Estates & Operations. Due to the routine of schools, the workload may not be evenly spread throughout the year. You will be supervised by the Head of Maintenance, however the organisation of your own workload and priorities on a day-to-day basis including using your own initiative and knowledge of work is essential. You will attend termly meetings with the Bursar and Head of Maintenance to review needs and priorities.

This is a hands-on role, within the Operational Function of the College. At times you will be expected to support the wider Support Team in their areas of work. The post-holder provides an efficient and high calibre service to the College in respect of all matters. You will need to contribute to a positive culture that supports the Teaching and Learning environment effectively. All staff are expected to contribute to the wider life of the College and support its Catholic ethos, as outlined in the Mission Statement and Aims of the College. You will play an active role in supporting the operational function and ensure Health and Safety is a priority at the College.

Main Responsibilities

- Report to Head of Maintenance regularly to agree maintenance work priorities each day.
- To support the Head of Maintenance in his duties.
- Report to the Head of Estates & Operations each morning, checking with the My School Portal (MSP) calendar, to plan priorities for set up each day.
- Work closely with the wider support team.

Duties

- Events
 - Set up day to day functions in line with school calendar on MSP
 - To ensure that halls and other meeting rooms are set out as required for meetings, assemblies, mass, and other events, including public exams, and cleared away afterwards;
- Maintenance
 - Estates Development refurbishment plans as instructed by HOM
 - To be aware of and to repair where practicable, damage or wearing out of fixtures, furniture and fittings and to liaise with the Head of Maintenance where appropriate.
 - Everyday maintenance issues/concerns as allocated by the Head of Maintenance
 - Clear flat roofs of debris.
 - Waste disposal and compaction
 - Replace windows
 - General maintenance repairs
 - Remedy trip hazards
 - Maintain pathways

- Exterior Decoration – painting sheds/fences
- Minor pointing
- Patch plastering
- Routinely cleaning lamps and diffusers of flies and debris
- Ensure the asbestos logbook is read and signed before any specific maintenance task is carried out; having completed Asbestos awareness training
- Contribute towards the painting and redecoration of the school e.g. classrooms and corridors
- Repair broken locks where possible
- Repair tables, chairs, door hinges, latches as necessary
- Window Cleaning or Jet washing
- Basic carpentry repairs or jobs
- Roof clearing
- Secure bookshelves and lockers to walls
- Obtain materials for minor repairs
- Fix and repair notice boards
- Replace broken floor and wall tiles
- To make up flat packs of furniture delivered and move to appropriate rooms
- Fire
 - Assist in Alarms Activations and Testing Alarms – including assisting in weekly testing of call points.
 - Assist in Fire Alarm Evacuation Practices
 - Understand the fire panel
 - Emergency Lighting Program – visual check around site as per schedule
 - Replace light bulbs, fluorescent tubes & starter motors around site
 - Fire Marshal Duties
 - Assist with PAT testing
- Plumbing
 - Flushing regime & temperature testing of water outlets (legionella prevention)
 - Replace washers and check and adjust ball valves
 - Bleeding radiators
 - Clearing of drains
 - Blocked toilets, waste leaks, replace taps under guidance
 - Ensuring that the heating plant and electrical systems are functional and maintained in accordance with the instructions given by the Head of Maintenance
- To be on call for any inclement weather conditions, this will require the staff team to carry out gritting to clear snow/ice around site to enable the school to remain open / re-open for teaching staff and students. Assist with gritting of the site in icy weather, as per the policy, to keep the site safe and hazard free in icy conditions

- Assisting contractors with general queries as appropriate, including supervision if the contractor is not DBS checked
- Supervising approved Contractors to ensure that Health and Safety standards are enforced, as directed by the Head Caretaker e.g. no smoking on site, safe working from height, electrical safety
- Providing a porter service for the users of the school site delivering parcels and taking deliveries
- Following lone working procedures and always carry a mobile phone/radio at all times when working alone on site
- Pest control
- Driving to collect materials
- To respond in a courteous manner to enquiries from the school community, lettings, Friends of Thornton and external visitors as appropriate
- To respond in a timely, courteous and professional manner to all radio communications at all times in line with RLS radio protocol
- To undertake any necessary training relating to the role, (including IOSH, GDPR, Asbestos, Working from Height, COSHH, First Aid and legionella awareness) as directed by the Head of Maintenance/Bursar.
- The postholder may be required to work occasionally during the evenings or at the weekend for the purpose of servicing school lettings and authorised school activities. The extra duty would be in addition to the normal working week and will be paid as 'overtime' or time off will be given in lieu.
- Use any provided digital software, including checking emails daily.
- Assisting with the car parking at end of school day
- Support the aims and ethos of the school at all times.
- Set a good example in terms of punctuality, attendance and to observe the school's dress code.
- Attend INSET days.
- Participate in / support school events where possible e.g. Open Day, School Fete.
- Take part in staff annual review.
- Contribute to the implementation of school policies and procedures.
- Regularly review the school Events Calendar and understand your required involvement.
- Read and understand the school's Health & Safety Policy a copy of which is held on the s:drive. To ensure the Health and Safety guidelines are established and adhered to at all times. This includes ensuring that the working area is well-ordered and safe, that the equipment is well maintained, and that hazards in the working environment are identified and minimised. Work tools/equipment should never be left unattended. Be proactive in maintaining pupil safety and the safety of others.
- Reporting matters to the Head of Maintenance/Bursar
- To be mindful of data-protection and observe that data is stored securely and safely & ensure that confidentiality is maintained at all times, in accordance with GDPR regulations
- To work in line with the school's policy on IT usage.

- Ensure maintenance team holidays are taken at appropriate times and that staffing is consistent during term time
- To make decisions about priorities of work – priorities are ever changing.
- Termly meeting with Bursar/Head of Maintenance to review needs and priorities.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may reasonably be requested by the Headteacher or Bursar in support of the Aims of the School. Job Descriptions are subject to annual review.

Working Conditions:

Salary £22,308 gross per annum

Hours of Work 8.00am until 5pm (With 1.5hrs of breaks), Monday to Friday

Holiday 25 days with an additional three days holiday is given between Christmas and New Year in lieu of weekend work to include 3 days by prior agreement with the Bursar.