



**CHURCHER'S
COLLEGE**

Maintenance Person

March/April 2025

The School

Churcher's College is an Independent coeducational day school offering Nursery, Junior, Senior and Sixth Form education. With 1050 pupils in the Senior School and 250 pupils in the Junior School (excluding the Nursery) of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country.

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

The Estates Department

The Estates Department consists of Maintenance, Grounds and Caretaking teams who collectively ensure the

schools' three sites are able to provide high quality well maintained facilities for a busy and evolving school program. There is a program of works in place to ensure buildings are kept in good working order together with a plan for future developments to existing and new structures.

The Role

To work either as part of a team or independently to carry out maintenance and repair of The Senior School and Junior School premises. The role will entail both reactive repair and carrying out scheduled preventative maintenance.

Main Duties:

- To liaise on a daily basis with the Estates Manager regarding maintenance work to be carried out.
- To monitor the condition of all the buildings across all School sites, report any defects and take appropriate action to put in good order.
- To log, update and report works using the School computerised Maintenance Logging system.
- To ensure the Senior School and Junior School is maintained to the highest standards.
- Ensure all relevant building certification and testing is kept up to date for inspection purposes.
- To assist with the movement and reinstatement of furniture and fixtures as required on all sites.
- To clean and maintain the workshop and facility areas.
- To work out quantity of materials needed for specific refurbishment

or build projects and supplying the required information to the Estates Manager.

- To liaise with Department Heads/ Managers regarding access to areas where works are required.
- To display a friendly, flexible, helpful and courteous attitude to colleagues, students, tenants, parents and the general public.
- To complete all required forms e.g. timesheets, holiday request forms, etc.
- To be prepared to work overtime when required, subject to advanced notification.
- To attend emergency calls outside of normal working hours, if available.
- To perform all duties in a safe and proper manner and complying with the School's Health and Safety policies in accordance with the Health and Safety at Work Order 1978, subsequent and other relevant legislation, follow Risk Assessments to ensure safe and proper working environment for self, all School employees, outside contractors and members of the public. This includes the use/wearing of personal protective equipment.
- To attend regular team meetings, briefing sessions for staff and any whole staff meetings required.
- To attend training and supervision as deemed necessary and accept all highlighted responsibilities.
- To attend regular one to one's and annual Individual Performance Planning meetings with The Estates Manager.
- To perform duties commensurate with the responsibilities of the role





and ad hoc projects as required from time to time.

- To promote the school in a positive and professional manner.
- To prepare and present written and verbal reports as and when required.
- To provide cover for other members of staff during holidays, sickness or other absences and in emergencies.
- To attend work for certain school events that occur during the week and at weekends, such as Open Day, Summer Concert and other school calendar events.
- To keep buildings, sheds, workshops and boiler rooms in a clean and tidy condition.
- To maintain all hand tools, hand power tools and associated equipment used by the maintenance team.
- To ensure the School sites are kept neat and tidy including management of litter and waste.
- To carry out traffic control, parking and other site operations duties as required on a daily basis and on occasional weekends as part of an Estates Team rota.
- To carry out other duties as may reasonably be required from time to time.
- To work across any of the school sites as required from time to time.

Personal Qualities, Skills and Experience

- Relevant professional qualification in buildings maintenance, or equivalent experience and evidence of continuing professional development.
- Ideally have experience and/or qualifications in plumbing, joinery or electrical.
- Experience and ability to communicate verbally across levels
- Ideally have previous experience of working in a similar role within a school or college.
- Clear commitment to working as a team player at various levels.
- Working knowledge of operational risk management practices and relevant legislation.
- To be physically fit enough to carry out the duties required of the role.

- To have a full clean driving licence and be prepared to take minibus driving training.

Application Details

As a consequence of the Children Act 2006 and KCSIE 2024, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the Headmaster before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Churcher's College aims to be a fair employer and is committed to equal opportunities. Churcher's College does not discriminate against employees on

the basis of gender, ethnic origin, religion or religious belief, disability or age. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

Application forms with covering letter and CV (optional) should be sent to Nicci Kilpatrick, HR, at Churcher's College, Petersfield, Hampshire GU31 4AS or by email to recruitment@churcherscollege.com by 12 Noon on Friday 21 March 2025, early applications encouraged.

Terms and conditions

This is a full time role of 40 hours per week. Typically 8am to 5pm, Monday to Friday. Competitive annual salary dependent on experience. The successful candidate is entitled to join the Local Government Pension Scheme.

Other benefits include: access to fitness suite and 25m indoor swimming pool, on site free parking, free lunch and refreshments, cycle to work scheme and Employee Assistance Program (EAP).

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements.

The successful candidate would ideally begin working at Churcher's in Spring 2025, so early applications are welcome and will be reviewed on receipt. The school reserves the right to appoint prior to the closing date.

