



Heath Mount School

Information for Applicants

Maintenance Assistant



About Heath Mount

Heath Mount is a leading IAPS day and boarding Preparatory School with over 490 pupils aged 3 to 13. Established in 1817 our School is a vibrant and forward thinking co-educational environment, valuing traditions of the past whilst embracing the very best of modern education. Heath Mount is located within the beautiful Woodhall Estate in Hertfordshire.

The art department is housed in the basement of a Grade 1 listed private house. The rooms, are very well equipped and resourced for a broad range of art activity, from drawing and painting to ceramics. A bank of ipads is available for both drawing and animation. The team consists of one full-time member of staff and three part-time teachers. The department is proud of their breadth and levels achieved, many children gaining art scholarships to senior schools.

We benefit from our own forest school set in acres of woodland, and an all-weather astro turf. The spacious central plateau houses rugby, football and cricket pitches, as well as our netball courts.

We have a well-equipped gymnasium, and our swimming pool offers the best of both worlds, with a retractable roof giving shelter in the winter and outdoor swimming in the warmer summer months, so our children really do have the opportunity to enjoy sport all year round.

Inside, all classrooms are equipped with the very latest in interactive technology. We have a dedicated ICT suite in the Pre-Prep and a newly refurbished ICT facility in the Prep School. The newly renovated suite, kindly donated by the du Maurier Society is equipped with the latest touch screen computer technology, allowing us to deliver the new National Curriculum syllabus with increased emphasis on computer programming.

Our purpose-built Pre-Prep is in the same grounds as the Prep School but separate from it. It has its own library, computer room, music room and hall in addition to a beautiful outdoor playground. Pre-Prep children also use many of the Prep School's facilities such as the Sports Hall, Astro turf, Swimming Pool, Pottery Room and Chapel.

In September 2016, our new state-of-the-art classroom block for Year 3 and 4 pupils opened. In June 2017 we opened our purpose-built performing arts centre.

The School puts excellent pastoral care and the wellbeing of all pupils at the heart of school life. To that end, the School has a Head of Wellbeing, a full-time School Counsellor, a School Nurse and a nurture dog. The School was the winner of the BSA's Mental Health and Wellbeing Initiative Award in 2018.

Overview of the role

The main purpose of this role is to carry out effective maintenance and repair activities on site. This will include, but is not limited to planned and reactive maintenance across school buildings, boarding houses, and contributing to planning and scheduling work. Additional duties include assisting with the day-to-day security of the site, as well as the management of parking, general portering and event logistics. The site is made up of both listed and modern buildings.

Key Tasks and Responsibilities:

Site Maintenance

Contribute to maintaining the site and buildings in a good state of repair, ensuring that the activities of the School take place in an environment suited to learning by keeping the School well maintained, safe and stocked with all necessary supplies.

- Carry out planned repairs and maintenance generally and as directed, whilst ensuring work areas are left tidy at all times; this may include preparation work prior to decorating painting (internal and external) and basic maintenance tasks.
- Undertake emergency and first line maintenance repairs within capability and training as directed.
- Inspect the site on a weekly basis and report any maintenance repairs or health and safety concerns to the appropriate person as a matter of urgency.
- Undertake emergency ad-hoc cleaning tasks, including unblocking drains.
- Assisting with keeping all grounds clean, tidy and safe
- Keep equipment, tools and machinery in a secure manner, advising on repair or replacement.
- Carry out regular checks and maintenance of drains, gullies and gutters to ensure they are free-flowing and clean.
- Assist with fire evacuation drills and general checks of fire prevention apparatus (training will be given).
- Basic before and after use checks of the school minibuses and driving tasks as necessary (training will be given).
- Undertake a range of duties as determined by the Facilities Team and Bursar.
- Assisting with small building projects where necessary

Event Support

- Car parking duties, when required.
- Set up and break down rooms for functions when required.
- Receive and transfer goods and materials delivered to the School to appropriate locations around the site.
- Assist with general cleaning as part of event support including bin clearance, sweeping etc.
- Assist with moving of furniture/equipment.

Health and Safety

- Comply with all Health and Safety policies and procedures.
- Ensure safe methods of manual handling and working at height are observed at all times.
- Use cleaning products in accordance with guidelines, playing particular attention to the correct use of chemicals in line with COSHH regulations.
- Comply with all safety instructions, e.g. place warning signs for slippery areas.
- Action any other Health and Safety instructions given by a person in authority.

Knowledge and Experience

Essential

- Practical construction skills with knowledge on the competent and safe use of power tools and ground work tools. Able to work under pressure and meet deadlines.
- Able to work collaboratively and co-operatively in a team.
- Reliable – excellent attendance and punctuality record.
- Able to meet the physical requirements of the role.
- Clean driving licence
- Work with a good common sense approach

Desirable

- A qualification in a trade: either carpentry, electrical or gas, or experience within the construction industry
- Experience of basic building and grounds maintenance.
- Basic Health and Safety and COSHH training.

Core Competencies

- Be presentable, responsible, honest, reliable and well-mannered.
- Be able to work without supervision and act on own initiative as required.
- Be prepared to work some unsociable hours, including early starts and late finishes.
- Understand safe working practices.
- Be well-organised and capable of prioritising their own work.
- Be happy working on their own but also as part of a team.
- Be flexible and adaptable to a varied routine.
- Be reasonably fit and have a strong work ethic.

Salary and Conditions

The salary will be dependent on qualifications and experience. The position is a permanent post subject to a six-month probationary period.

The basic hours are 40hrs per week, 8.00am – 4.30pm with a 30-minute unpaid lunch break. The post holder is expected to be ready to start work at 8.00am and will also be

required to work 3-4 Saturdays per year and may be expected to work overtime as and when required.

Benefits include a pension scheme, 22 days' holiday plus bank holidays. Lunch is provided during term time only. Free parking and use of gym / swimming pool.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSP or to the Headmaster.

Closing date: Friday, 5th April

Interviews: week commencing Monday, 8th April

Application forms to be returned to hr@heathmount.org.