



Welcome

I am delighted that you are considering applying for the position of Experienced, self-starting Maintenance Operative. This opportunity has arisen due to growth in the school from September 2024.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for a qualified Grounds and Maintenance Operative to join our facilities team, the team are responsible for all maintenance of the school.

Contracted Monday, for 39 hours per week, with some overtime available. The successful candidate is expected to work those hours that are necessary to fulfil the role and the needs of the school.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.

A handwritten signature in black ink, appearing to read 'B. Rimmer', with a long horizontal flourish extending to the right.

Barnaby Rimmer

Headmaster



About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities, and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 36,000 and there are good road links to Cambridge, Norwich and Peterborough. The fast East Coast rail line runs twice hourly services from Peterborough to London in well under an hour. There are regular services to the East and West Midlands, and the North. Forty minutes to the north of Wisbech are the beautiful sandy beaches of North Norfolk coastline and the Sandringham estate. Easy access to lively urban centres combined with its proximity to areas of natural beauty, make Wisbech a highly desirable area to live.

History and development

WGS was founded as a school for boys in 1379, making it one of the oldest Schools in the country. It was established by the Guild of the Holy Trinity, a group of scholars who were highly influential in developing the social and economic life of the town in the Middle Ages.

WGS has been a cornerstone of the town over many centuries and its presence was a vital factor in the granting of a Charter for Wisbech in 1549.

Since its establishment, change has been in the DNA of Wisbech Grammar. It has occupied a number of sites within the town over its evolution. In 1905 Wisbech High School was established to provide the same educational opportunities for girls as boys enjoyed at the Grammar School. The two Schools developed concurrently until they were merged in 1970, when the boys school moved across the river Nene to its current location today.

In 2018, WGS launched its International strategy and welcomed its first international pupils the following year as the school evolved once again from a day school to a boarding School. January 2020 saw the opening of a second boarding house and there is now capacity for 28 boarding pupils as well as homestay placements.

September 2019 saw the expansion of our Early Years setting to offer more classrooms and bringing the spaces up to date with the most modern technology available. There has been a demand from the local community to offer more spaces in Kindergarten and Reception.



Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Ana Brady, Head of Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Closing date: Applications must be received by 31 July 2024

Short list: Short listed applicants will be informed by 04 August 2024 at the latest

Interviews: Will take place on TBA

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.



Job Title	Maintenance Operative – Experienced
Reports to	Estates Services Team Leader
Direct Reports	None
Hours of Work	Working hours are 39 hours per week, 0800 –1700 Monday to Thursday 0800 – 1600 Friday, but the post holder will be expected to work those hours that are necessary to fulfil the responsibilities of the role and the needs of the school. This may require some evening and weekend work. Please note that this is a full time contract.
Holidays	School holidays 30 days less 5 days which will be used when the school closes for the Christmas Holiday. Holiday to be taken at any time in agreement with your Line Manager. As the school holidays are the busiest time for the Estates team, the school prefer staff to take 50% of their Holiday during school term time, so that we can maximise the work we can achieve during the Holiday periods.
Probation	In accordance with School policy, this appointment will be subject to a six-month probationary period.
Medical Report	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School. Please note that all School buildings operate a no-smoking policy.
Benefits	Wisbech Grammar School provides <ul style="list-style-type: none">• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution• Childcare voucher scheme• Fee discounts for dependent children.
Safeguarding	Wisbech Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)
Data Protection	In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School’s interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.



Principle Role

The School Facilities team are responsible for all school facilities, ensuring they provide an environment that is safe, clean and inspires Staff and Pupils. The Facilities teams duties are split between 3 sections, Operations Services, Estates Services, and Transport Services. The Maintenance Operative reports to the Estates Services Team Leader. They are responsible for the maintenance and refurbishment of the school, assisting with the schools major project work, and compliance testing around the school.

We are seeking an experienced Maintenance Operative with good all-around skills to carry out this role whilst contributing and supporting across the whole Facilities team, staff, pupils, visitors, external bookings and all school users. The school needs to balance the skill sets of the team and although the role requires multi trade skills at times we look for the candidate to have greater skills in specific areas. We are therefore for this current position looking for someone with good All-around skills.

Initiative and flexibility will be key attributes of the successful candidate. Initiative is required to ensure the impact of issues arising are analysed and managed, and where needed information passed onto the Estates Services Team Leader for appropriate action to be taken as necessary. Proactivity is required to ensure processes are continually under review to deliver high quality services across the team, and provide timely and useful information to aid whole school decision making.

The School is very busy and involves periods of working to tight deadlines and schedules. It offers diverse and varied duties and a friendly and supportive staff.

To act as an ambassador for Wisbech Grammar School in promoting the School positively when interacting with pupils, parents, staff and visitors.

This list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. A Typical day is shown at the end of this document.

Maintenance and compliance

- 1 The schools Estates Services team complete the Planned and reactive Maintenance around the school, The team have grounds specialists and maintenance specialist who generally work within their area of specialist knowledge, but at times the school needs the staff to work in any area of school. For some specialist tasks external contractors are used.
- 2 To ensure legal compliance the school need to carry out routine checks and inspections. The Maintenance Operatives will be responsible for completing some of these checks and reporting the results. These include, PAT testing, fire doors, fire alarms. During the holiday periods the team tend to work on the larger projects, and Custodians, and Drivers may also assist them in these tasks where their skill sets meet the needs of the project.
- 3 The Maintenance duties are varied which is why we need staff with good overall general skills in maintenance, this work is allocated on a daily basis to the team, and depending on the tasks involved you may be working on your own or with other team members.



- 4 The school expect the highest standards throughout the school in all we do. Maintenance staff are expected to complete work to the highest standards and clean the areas after they have finished the work.
- 5 Where work cannot be completed in one day make sure the area has suitable signs fitted and barriers if needed at the end of the day.
- 6 Tools should not be left unattended at any time, if tools do go missing it is important to report this to the Estates Services Team Leader who will investigate, as we must ensure pupils do not have any access to the tools we use.

Help desk

- 7 The school will be creating a help desk for all school users to log requests for services, this will include all the maintenance requests needed, when these are collated onto the weekly works list it is essential that you work through these tasks and complete them in a planned and timely manner.
- 8 Where you notice issues around the school that need attention you need to report these by adding them to the Help desk task list.
- 9 Add any requests that come via other sources to this list to ensure we have a complete list of all works carried out by the Facilities Teams.

Health & Safety

- 10 Ensure all COSHH, Risk Assessments and Method statements (RAMS) are up to date and relevant to the materials and task being completed and ensure all staff are fully aware of the RAMS and follow them when working.
- 11 Ensure that you are fully trained on the equipment and understand the COSHH for the Materials used.
- 12 CDM regulations need to be followed at all times in all our larger or complex projects
- 13 Maintenance operatives are expected to be on the school Call out list for out of hour's emergency call outs, to respond to Intruder and fire alarm activations. They will be supported in this by school staff living on site and Custodians.

Room Set Up

- 14 The school facilities team often need to be set up in different configurations of seating and table layouts to meet the demands of the school timetable. This is usually completed by the Custodians, but at times the Maintenance Operatives are required to assist with this.

Meetings

- 15 1-2-1 Meeting with Estates Services Team Leader, Daily department meetings, these meetings are arranged by others.

Staff

- 16 Work closely with other Facilities team staff to ensure work is allocated fairly.
- 17 Support facilities staff, school staff and pupils when required



Other

18 Any other tasks of a similar nature which might reasonably be requested by the Senior Team.



Attributes	PERSON SPECIFICATION Criteria	Essential	Desirable
Knowledge and Experience	Excellent Computer Skills in Excel, Outlook, Word		x
	Experience of maintenance in complex buildings		x
	Excellent Health & Safety Knowledge and ability to apply this to all work	x	
	Excellent Training skills.		x
	General Handy man skills, with good experience and qualification across trades.	x	
Personal job related skills	Excellent communication skills including adjustment to meet the needs of the target audience (staff, teachers, parents, pupils).	x	
	Able to communicate accurate, timely and digestible information to senior staff together with explanations and recommendations	x	
	Able to deal confidently with internal and external people, in person, by phone and by email	x	
	Excellent numerical and literacy skills		x
	Desire to continually improve in all that is done	x	
	Management of a diverse workload, prioritise and keep to deadlines	x	
	Ability to work on own initiative and as part of a team when required	x	
	Flexibility to react to the high pace demands of school life	x	
	High professional standards	x	
	Energetic, enthusiastic and hard working	x	
Good sense of humour and endless patience	x		
Understanding and appreciation of confidentiality	x		
Qualifications	GCSE Maths , English		x
	Trade qualification in a Maintenance / construction related field. Ideally Joinery/ plumbing/ maintenance/ electrician NVQ or City and Guilds.		x



Other	Commitment to the priorities and values of the School	x	
	The work is at times is Physically demanding, therefore staff need to be Physically fit and in good health.	x	
	Able to work at height on occasions		x
	Excellent time keeping.	x	
	Understanding, acceptance and commitment to the school's policies on equal opportunities, health and safety and quality assurance.	x	
	Knowledge and understanding of customer care and commitment of excellent customer care throughout the school.	x	

Typical Maintenance Operative duties and location

Time	Location	Typical daily Duties for Maintenance operative.	Who
0800-0815	Staff room	Meet Estates Services Manager, who will allocate daily tasks to each team member. Collect tools and materials needed to complete the tasks.	Maintenance operative
0815-1000	Task location	Start allocated tasks. For example, the recent range of Joinery Tasks have included the following: <ul style="list-style-type: none"> • Re-cladding mobile classrooms • Constructing external steps, handrails and planters • Building cupboards under stairs. • Repairing fire doors to comply with regulations • Fitting shelves and Notice boards. • Repairs to sash windows. • Stripping out old joinery in classrooms and making good. • Fitting a new Kitchens. • Constructing new Play equipment. • Fitting new Euro locks to doors. • Fitting new fire doors, Hinges, smoke seals, glazing beads. 	Maintenance operative



		Where we have All-around work your skills in this area would be used, at other times you would be doing other general maintenance and project work.	
1000-1015	Staff room and workshop	Coffee Break in Staff room All staff, and collect any other materials and tools needed to complete tasks.	Maintenance operative
1015-1230	Task location	Complete allocated tasks	Maintenance operative
1230-1315	Staff room	Lunch break	Maintenance operative
1315-1330	Staff room	Complete job paperwork for completions and follow on tasks that may be required. Collect materials and tools needed for afternoon tasks	Maintenance operative
1330-1500	Task locations	Complete afternoon tasks	Maintenance operative
1500-1510	Staff room	Coffee break and material/ tool collection	Maintenance operative
1510-1645	Task location	Complete tasks	Maintenance operative
1645-1700	Task location	Clean area and put up any safety/ warning signs needed and return to staff room. Complete paperwork on tasks before signing out and leaving school.	Maintenance Operative