

Position of
**CARETAKING AND
MAINTENANCE SUPERVISOR**

Yarm School,
North Yorkshire



YARM SCHOOL

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC





THE ROLE

The post of the Caretaking and Maintenance Supervisor is an important school role, with main focus on day-to-day routine maintenance of the school across 3 sites, facilities and grounds services. The key attribute required for this post is the ability to form effective relationships with colleagues, and to maintain a personal approach and understanding in all circumstances. Certain aspects of this role require independent working, leadership skills and the ability to liaise with the Senior Management Team of the School.

You will enjoy a busy role with many varied responsibilities. This role will report to the Head of Caretaking and Maintenance who works directly for the Estates Manager. This role description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Above all, the post holder must be aware of the current legal requirements, school policies and guidance on the safeguarding and promotion of the well-being of children and young people.

THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18. There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.



LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Generous private pension scheme
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Membership of Employee Support Programme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions

KEY ACCOUNTABILITIES

This job specification sets out the principal duties of the post at the time of drafting. You will report to your line manager who will be Head of Caretaking and Maintenance. Specific responsibilities are as follows:

- To work closely with the Head of Caretaking and Maintenance (HCM) to carry out reactive and pre planned tasks
- Supervision of suitably qualified contractors, monitoring the safety of their working practices, reporting where possible on the quality of their work and follow up any apparent failures or further work required
- To undertake a range of general maintenance work, as agreed with the HCM to ensure a high standard of repair throughout the school
- Assist in the planning of staff rotas for caretaking and security
- Regularly inspect equipment to ensure that it is clean and in a safe working order, reporting any deficiencies as appropriate to the Estates Manager
- Assisting the HCM in ordering of equipment / materials
- Assist HCM and caretaking team as and when required in making sure the site is tidy for Open Days / events and setting up as required
- To assist the HCM in the following areas of compliance / checks ensuring these are carried out on site and recorded:
 - Weekly fire alarm testing
 - Fire Drills
 - Monthly Legionella checks
- Assist the HCM & Estates Manager in arranging for the contracted inspection, servicing and repair of plant and equipment
- Assist the Senior Cleaning Supervisor as required
- Delivery of appropriate in house training to the estates department
- To comply with the Health and Safety at Work Regulations, ensuring the safety of themselves and others are maintained and that Health and Safety responsibilities are carried out
- Carrying out any other duties as are within the scope, spirit and purpose of the job, as requested by the HCM or Estates Manager
- Assist in the recruitment process for Estates team members, carrying out site tours and forming part of the interview team when required.



THE CANDIDATE

Essential Criteria

- Excellent oral and written communication skills
- Proven IT skills
- Demonstrable ability to work proactively with team members to ensure the delivery of high quality services.
- Ability to solve problems and resolve issues, plan solutions and make pragmatic decisions
- Experience of contributing to the delivery of estates services in diverse estates
- Health and safety building compliance knowledge
- Ability to produce risk assessments and method statement for estates tasks
- Experience of managing time in order to meet deadlines
- Interpretation of work to be undertaken as outlined in routine instruction, drawings and specifications
- Completion of maintenance documentation and related records
- Ability to use and operate the usual range of tools and equipment associated with the trade.
- Experience of managing contractors in the delivery of

safe work

- Good customer care skills
- Ability to work on own initiative with minimal supervision
- Flexible attitude to multi-skilled maintenance tasks, designed to maximise operational effectiveness

Desirable Criteria

- Professional craftsman/practitioner with knowledge and expertise in one or more areas of
- buildings, estates, or services provision
- Health and safety training – IOSH/NEBOSH or willingness to undertake
- Experience of working in an educational setting
- Experience of diagnosing and repairing faults in mechanical/electrical installations
- Estimating material requirements
- Experience of leading/supervising a team in the delivery of estates services
- Experience and use of CAFM systems
- Experience of providing advice and guidance to a range of customers and colleagues





CONTRACTUAL MATTERS

- Full time - 52 weeks per annum - 40 hours per week
- Band 5 of the Estates Salary Scale £27,693 - £31,169 (starting salary subject to experience)
- Generally 0800-1630 Monday-Friday with some flexibility due to functions and events
- There is an unpaid 30 minute lunch break
- Holiday entitlement is 21 days holiday per year plus 4 compulsory days holiday taken between Christmas Eve and New Year, plus statutory Bank Holidays. The holiday year runs from January to December.
- Lunch (term time only) and beverages are provided free of charge
- Generous contributory pension scheme
- Please note that the School operates a no-smoking (including vaping) policy on its entire site
- There is a 3 months' probation period
- This post is subject to regular appraisal

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the



Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted with a covering letter (again, by e-mail) explaining why the candidate and post are mutually suited.

APPLY

The application form is available on the [Yarm School website](https://www.yarmschool.org).

Deadline: 12 noon on Friday 22nd July 2022

Interviews and situational tasks will be held w/c 1st August, and an appointment will be made as soon as possible thereafter.

Due to the anticipated volume of applications for this role, the School may seek to interview and/or appoint earlier than the stated deadlines. We regret that no feedback can be provided, for the same reason.

Completed application forms, with covering letter, should be emailed to the HR Department (HR@yarmschool.org) as soon as possible and no later than the closing date, or posted in hard copy to:

The School Manager
Yarm School
The Friarage
TS15 9EJ
01642 786023