



THE MOUNT SCHOOL YORK

APPLICATION PACK FOR

MAINTENANCE MANAGER

Closing Date: 2 January 2025 9:00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



LIFE AT THE MOUNT SCHOOL YORK

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As one of the UK's largest tourist destinations, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world-famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates boys and girls in the junior school, and girls in the senior school, with approximately 230 pupils in total. The Mount offers a comprehensive boarding programme for senior school girls, a provision which is currently over-subscribed.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality, social justice and sustainability, although fewer than 5% of our pupils come from Quaker families. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers. We are an iPad School and all pupils and staff work with iPad technology.

The Mount is an academically selective school and academic success at both GCSE and A Level is high. Sport, Music and the Arts provide opportunities for the girls to develop their individual strengths and talents, not only in School but at county and national level too. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount School provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts.

APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Candidates should be aware that all posts in the School involve some degree of regulated activity and responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are conditional, including requiring a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The school is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Principal.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and a photocard driving licence as a form of photographic id
- A full birth certificate
- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Documentary evidence of right to work in the UK, such as birth certificate, passport, home office documentation.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing The Mount School York Application Form in full. A CV will **not** be accepted in substitution for completed application forms.
- Applications should be addressed to Michael Aldridge, Head of HR and sent by post to The Mount School, Dalton Terrace, York YO24 4DD or email to recruitment@mountschoolyork.co.uk.

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders' Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

Previous Employment

Please provide within the application form a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training. Please use no more than two additional sheets as necessary.

References

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. **References will be sought on short listed candidates prior to interview** and we may approach previous employers for information to verify particular experience or qualifications, before interview.

Online Checks

Please note that for the successful candidate The Mount School York completes online checks in line with DfE guidance.

Safeguarding Policy

As part of the Safer Recruitment Process stipulated by the guidelines in Keeping Children Safe in Education, applicants are required to be aware of the School's Safeguarding Policy. Please click on the link below to download the Policy.

<https://www.mountschoolyork.co.uk/wp-content/uploads/2024/10/Safeguarding-and-Child-Protection-Policy.pdf>

We look forward to receiving your application by **2 January 2025 9:00am**



BENEFITS AND SALARY FOR MAINTENANCE MANAGER

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- Salary £28,364 - £30,092 depending on experience
- Subsidised quality meals and refreshments during term.
- Free on-site parking.
- Use of the School's excellent facilities including the Fitness Suite and Swimming Pool.
- Salary paid monthly into a bank account on the 25th day of each month.
- Pension Scheme.

MAINTENANCE MANAGER

We are currently seeking to recruit an experienced Maintenance Manager who will work as part of a team to ensure that the school is a well-maintained, clean, safe and secure environment for all users. The Maintenance Manager will carry out maintenance and repairs and other operational tasks including, safety checks, portering etc.

Working hours are nominally 37.5 hours per week, year-round, with 28 days' holiday plus bank holidays. The Premises team covers the period between 8.00am and 6.00pm on weekdays; the actual hours will vary according to the needs of the School, the demands of the role and the pattern of other team members. Some out of hour's work (occasional evenings and weekends) will be required and the post-holder may be called out in emergencies, for which additional pay and/or time off in lieu will be available.

You will be supported in your professional development and career with our friendly and welcoming team and enjoy benefits to be discussed with the successful applicant.

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed.

The post holder may be required to undertake any other reasonable task requested by the Principal which falls within the capabilities of the successful applicant, are within the general responsibilities of the post and which are in accordance with the usual practice of an independent boarding and day school.

The Mount School, York is an equal opportunities employer.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title	Maintenance Manager
Main purpose of the job:	<ul style="list-style-type: none"> • work as part of a team to ensure that the school is a well-maintained, clean, safe and secure environment for all users. • carries out maintenance and repairs and other operational tasks including, safety checks, portering etc. • supports and supervises contractors and service providers on site. • ensures high standards of site supervision and effective use of resources. • will be aware of and promote at all times the School's ethos, vision, policies and procedures as laid out in the Staff Handbook.
Reporting to:	Bursar
Working pattern:	<p>Working hours are nominally 37.5 hours per week, year-round, with 28 days' holiday plus bank holidays. The Premises team covers the period between 8.00am and 6.00pm on weekdays; the actual hours will vary according to the needs of the School, the demands of the role and the pattern of other team members. Some out of hours work (occasional evenings and weekends) will be required and the post-holder may be called out in emergencies, for which additional pay and/or time off in lieu will be available.</p>
Main responsibilities and duties:	<p>Coordination of staff and tasks</p> <ul style="list-style-type: none"> • Coordinate the operations of the Maintenance team. • Coordinate planned and reactive maintenance, repairs and small-scale improvement projects, ensuring they are compliant and completed to a high standard. <p>Operations</p> <ul style="list-style-type: none"> • Work as part of the Premises team and carry out delegated operational tasks. • Follow appropriate policies, codes of practice, risk assessments and method statements. • Carry out planned and reactive maintenance, repairs and small-scale improvement projects, including gardening and outdoor tasks, ensuring they are compliant and completed to a high standard. • Respond to premises emergencies or issues during the School day positively, flexibly and quickly and take part in a rota for call-outs at other times. • As part of the Premises team, make internal deliveries, move furniture, set up for school events and clear up afterwards. • As part of the Premises team, ensure that the school site is litter-free. Assist the Cleaning Supervisor and the cleaning team with cleaning tasks as required.

- As part of the Premises team, be responsible for the safe-keeping, safety and cleanliness of the minibuses and other vehicles. Drive school and hired vehicles, including a minibus on occasional trips.

Contractors

- Procure, appoint and supervise external contractors, suppliers and service providers in accordance with school policies, especially Keeping Children Safe in Education. Monitor the performance of contractors and recommend corrective action where needed.
- Ensure that work is carried out in a compliant, professional, efficient and effective manner
- Ensure that the contractor permit-to-work system is operated, including ensuring that all visitors to site are recorded and accompanied as appropriate during school hours.

Health, Safety & Security

- Take lead responsibility for premises-related health and safety.
- Conduct daily, weekly and monthly health, safety, security and environmental checks, keep comprehensive records and pass on details so that remedial action can be taken.
- Act as a Fire Marshal and ensure that fire safety is paramount at all times.
- When trained, be a first aider and respond to emergencies as required.
- Ensure that traffic on-site is managed to ensure safety.
- Act as a key holder for the school and ensure the School is secure out of school hours.
- Actively participate in a call-out system for premises emergencies.

In addition, the Maintenance Manager will be expected to carry out any reasonable instruction given by the Principal or Bursar in order to ensure the safe and efficient running of the school.

PERSON SPECIFICATION FOR MAINTENANCE MANAGER

	Essential	Desirable
Knowledge and experience of facilities management	✓	
Practical DIY skills and hands-on approach	✓	
Skilled in a particular trade (eg joinery, plumbing, decorating)		✓
Relevant qualification/membership.		✓
Ability to work within and to lead a team.	✓	
Full, clean UK driving licence with D1 entitlement	✓	
PCV or minibus training/qualification		✓
Understanding of health & safety policy and practice	✓	
Previous health & safety training/qualification including fire safety, COSHH and swimming pool plant operations		✓
Experience of working in an educational setting		✓
IT skills especially Microsoft Office and Sharepoint	✓	
Good interpersonal skills	✓	
Live within 15 minutes of the school	✓	
Problem-solving, positive, can-do attitude. Focus on outcomes and providing essential customer services	✓	
Ability to work within a team and independently	✓	
Ability to demonstrate personal honesty and integrity	✓	
Ability to communicate well with staff, parents and students. Sense of humour and proportion.	✓	
Adaptable and flexible to meet demands of role ie additional or unsocial hours	✓	
Compatible with the School's Quaker ethos and values	✓	