



Stephen Perse

Cambridge

# Maintenance Officer JD & PS

[stephenperse.com/currentvacancies](https://stephenperse.com/currentvacancies)

## History of Stephen Perse

The Perse Girls School, founded in 1818, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





## Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

## Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

## Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

*Welcome from the Principal*

## Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

**Richard Girvan**

*Principal*

# Maintenance Officer JD & PS

## Responsible to: Maintenance Manager

**Location: All sites**

### Role Description

To assist in keeping all premises in a good state of repair by identifying and carrying out maintenance duties in line with the annual maintenance programme.

### Main Responsibilities

- To carry out general maintenance duties and tasks.
- To carry out reactive, planned and remedial works.
- To assist with any porting requirements which also includes minibus driving where necessary and event set up.
- To assist the Maintenance Manager with stock control of equipment, parts, tools etc.
- Contribute to the various insurance and compliance inspections/checks across the Stephen Perse sites.
- To assist Maintenance Manager with locking and unlocking the Stephen Perse sites when required and ensuring general site security and key management.
- Assist Maintenance Manager with maintaining risk assessments where required.

### Planned Maintenance

- To take part in an ongoing review of the condition of all premises and to assist in identifying repairs or upgrades needed.
- To assist the Maintenance Manager and Planned Maintenance and Projects Manager in preparing a schedule of works that achieves this goal and works within the Stephen Perse timetable.
- To assist the Maintenance Manager in estimating cost of works and keeping within agreed budgets when instructing services or goods on behalf of Stephen Perse in accordance with the relevant processes in place.
- To carry out repairs and other maintenance tasks as required including joinery, tiling, decorating and general labour, but excluding electrical and plumbing work.
- To oversee contractors on behalf of Stephen Perse where appropriate in line with School Safeguarding policies.
- To maintain assigned tickets via the Estates department ticketing system with works carried out, estimates, schedules of work for monitoring and audit purposes.

- To ensure full compliance with statutory requirements, regulatory requirements and School Policies at all times.
- Carry out routine inspections/checks such as; fire sounder, playground and ground checks, ladder inspections etc.

### Response Maintenance

- To take part in dealing with day-to-day requests for repairs across all sites and making use of Stephen Perse's online response system for this purpose.
- To work in a clean and tidy manner to safety and professionalism.
- To liaise closely with the Maintenance Manager on the management of these requests and agreeing priority of tasks on a weekly basis.
- To report on tasks carried out and feedback any issues.
- To work closely with the other members of the Maintenance and Cleaning team in carrying out day-to-day duties and to assist them, where appropriate, in carrying out other maintenance duties not listed above.

- Proactively report damage, defects and malfunctions via the Estates department ticketing system and promptly making safe where required to ensure a safe working environment.
- Transfer all defects identified on weekly and monthly routine checks to the Estates team ticketing system for appropriate action.
- To ensure that all plant and other equipment are working effectively during opening hours and adjust for evening, weekends and holiday periods.
- To contribute to the emergency on-call rota.
- Undertake other duties as agreed with the leadership team.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.

### Tools and Equipment

- To maintain a stock of essential tools and equipment owned or leased by Stephen Perse and ensure that all are in a good state of repair and in compliance the latest health and safety regulations.
- To recommend the purchase of any new tools and equipment suitable for the needs of Stephen Perse, and to assist in devising an annual budget for such items.
- To ensure that all tools and equipment are kept safe and secure at all times and to manage the storage of such items on Stephen Perse premises.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.

### General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.

Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

## Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns

to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

# Person Specification

	Essential	Desirable	Assessment Method
Qualifications	Appropriate clean UK driving licence	D1 category licence holder but not essential	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Maintenance or DIY experience required  Knowledge of good working trade practices	Experience of working in a school or college environment  Relevant experience in a trade - electrical and/or plumbing  Recognised qualification(s) in a trade  Experience of working in an Estates/Maintenance department with education	Application Form
Skills & Aptitudes	Good communication skills with adults and young people  Efficient, with good time keeping  Ability to work on own initiative, with minimum supervision and to prioritise workload  Flexibility and willingness to respond to changing circumstances  Evidence of working effectively in a team  'Can do' attitude and proactive approach  Ability to proactively identify potential hazards or problems and report  Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required	Highly motivated as this role will require you to work unsupervised, lone working, and part of a team on designated tasks  The ability to multitask on a daily basis across a multisite operation	Interview
Personal Attributes	Professional attitude to colleagues and working environment  Takes pride in work  Friendly, approachable personality with a cheerful disposition		Interview

## Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

## Hours of work

Monday to Friday and working hours between 7.00am - 6.00pm. You will also be required to be on an on-call list for the evenings (37.5 hours per week for 52 weeks per year).

## Salary

£32,136 per annum. From 1 September 2024, this will increase to £33,421 per annum.



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## Benefits

- 30 days holiday plus bank holidays (pro rata for part time).
- Contributory pension scheme - matching up to 7%\*
- Salary sacrifice tech and cycle to work schemes.
- Life assurance scheme. \*
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Free lunch and refreshments provided.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Private health and dental plan subscriptions (pro rata for part time).
- A staff discount on School Fees of 25% (pro rata for part time) should staff have a child at any school (from Kindergarten Year upwards) within Stephen Perse.

\*Eligibility criteria applies.

## Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>





Please apply directly by downloading an application form from our recruitment page at [www.stephenperse.com/recruitment](http://www.stephenperse.com/recruitment), or email [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com) to request an application form. Please send completed application forms to [recruitment@stephenperse.com](mailto:recruitment@stephenperse.com). We are unable to accept CVs.

### The Recruitment Process

- Interviews will take place as we receive suitable applications.

**References may be taken up before interview.**

### Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

Foundation

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

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