



Candidate Pack: Maintenance Operative

Challenge, Motivate and Prepare

Welcome from the Headmaster



Dear Candidate

Thank you for your interest in working at Cricklade Manor Prep. I hope that this information gives you a flavour both of the character of the school and of the opportunities available for the right candidate.

This is a very exciting time of expansion and investment for the school. Pupil numbers continue to increase year on year enabling us to invest in the school facilities, pupils and staff.

I believe that our outstanding team of staff is Cricklade Manor Prep's greatest asset, chosen and developed to provide the best possible learning opportunities and environment for our children.

We are looking for a dynamic Maintenance Operative who wants to be part of a happy and supportive school. A positive attitude, a willingness to take on new challenges and a track record of being an excellent team player are the key personality traits that will enable the successful candidate to thrive at our school.

Ideally you will have experience in another school or are looking for a change of career and have a trade such as Carpentry, Electrics, Painting and Decorating, Plumbing or General Building.

Staff who excel at our school tend to also have the following attributes:

- A positive and child-centred approach
- Commitment to the safety and welfare of all pupils, colleagues and themselves
- Strong team working skills with a high degree of self-confidence, personal energy and dynamism
- Personal warmth, good rapport with pupils, colleagues and parents
- Excellent organisational skills and ability to work effectively under pressure
- Willingness to develop their learning
- Flexibility and willingness to be involved in School life

If this sounds like you, then please do get in touch!

A handwritten signature in black ink, appearing to be 'GAB'.

Guy Barrett

Challenge, Motivate and Prepare

The Role, Our School's Vision, Values and Aims

The Role

This role is varied, no two days are the same. One moment you may be fixing a tap the next directing traffic. High standards of professionalism, punctuality, appearance and behavior are needed along with good problem-solving skills and attention to detail.

A possibility of accommodation at cost may be available with this position.

The role is 40 hours, Monday to Friday. Salary range £27,000pa.

For those with the relevant qualifications and experience, part-time hours will be considered for this role.

Our School

Cricklade Manor Prep is a long-established Independent Prep School located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Chippenham, Faringdon, Marlborough, Malmesbury and surrounding areas.

Cricklade Manor Prep educates boys and girls from age 2 to 11. At the end of their time at the school, pupils move on to a wide range of independent, grammar and maintained schools. The school is housed on an 8-acre site within the town, including a handsome Grade II listed manor house, a separate Nursery department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including Astroturf, grass pitches and a Sports Hall.

Our Vision & Values

Cricklade Manor Prep is an Independent Prep School that aims to provide a safe, happy environment in which children develop a love of learning and gain the confidence and capability to fulfil their potential. Everything we do as a school can be encompassed by our key values: Challenge, Motivate and Prepare.

Challenge:

Pupils develop their **initiative** and **resilience** to accept new challenges and **opportunities** allowing them to build high levels of **skill, knowledge** and **understanding**.

Motivate:

Pupils are **happy, enthusiastic** about learning and **contribute** to the school. They grow in **independence** and develop **self-discipline** and **decision-making skills** in a **safe environment**.

Prepare:

Pupils develop their **confidence** and **responsibility** whilst being **respectful** and **kind**. They can **communicate** effectively, **collaborate** with others and show **leadership** in their learning and in preparation for senior school.

Our School Aims

- Develop the academic, musical, creative, sporting and other talents of each boy and girl.
- Provide outstanding pastoral care in a secure, happy, nurturing environment, underpinned by principles of tolerance, kindness and respect.
- Create an outward-looking ethos, building links with parents and the local community.
- Prepare leavers for entry to senior schools at 11+.

Challenge, Motivate and Prepare

Wishford schools and staff benefits

Wishford Schools

Wishford Schools is a small, friendly group of ten independent schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving Heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

Staff Benefits of working at CMP

- Means tested, Pro-Rata fee remission, up to 50%
- Complementary lunches and snacks cooked on site by our inhouse chefs
- Access to a 24/7 Employee assistance programme that offers lifestyle advice and well being services
- Free family membership at Westonbirt Leisure Centre and Westonbirt Golf Club
- Annual Inspirational Day to support you in your role
- Apprenticeship and training opportunities to support the role
- Bike to Work Scheme
- Opportunities for career development within the Wishford group of schools



Challenge, Motivate and Prepare

Application process

Application process

Applicants should complete the school's application form and submit this by email to Lesley Bayliss at Lesley.Bayliss@cricklادemanor.com. There is no need to send us a CV or letter of application as all details are on the form. However, particular attention will be given to any relevant experience and your personal statement in Section 7 that should include information about your reasons for applying and how you are suitable for the role.

Qualifications

The ideal candidate will have sound and proven practical skills in either Electrics, Carpentry, Painting & Decorating, General Building and a good working knowledge of building fabric, plumbing repairs and maintenance.

Key Dates

Applications should arrive no later than 9.00am on Friday 19th April 2024.

Interviews to be confirmed.

We reserve the right to close the vacancy prior to the application deadline/closing date, should a suitable candidate be found. Prompt application is encouraged.

Visits to the school prior to application are welcome.

Safeguarding and Equal Opportunities

Cricklade Manor Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Wishford Schools are an equal opportunities employer and welcome applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



Challenge, Motivate and Prepare

Job Description

Overview:

Working as part of a team of three, assisting the Estates Manager in the provision of a day to day maintenance function to ensure the smooth running and high standards of the school is maintained.

Premises Management:

- Carry out improvement works including erecting shelves and noticeboards, building furniture etc. Repair/maintenance work to include but not limited to: doors, windows, toilet seats and furniture, painting and decorating, carpentry and basic plumbing.
- Report/repair any defects of building, furniture, fittings and equipment.
- Assist in opening/locking of the school and assisting in the security of buildings at all times.
- General portering duties and moving of furniture.
- Undertake basic maintenance of heating, lighting and plumbing to ensure they operate safely and efficiently but most importantly to be able to apply first line repairs as necessary.
- Ensure all equipment, furniture and materials are stored safely and securely to prevent unauthorised access and potential accidents/misuse.
- Read Gas, Electric and Water meters as required.
- Emergency lighting and water temperatures at specified intervals.
- Managing the reactive cleaning of the school following spillages, accidents outside the core cleaning team functions.
- Assist in the preparation of facilities for a varied programme of activities and events on the premises.
- Assist with the H&S testing of ladders
- Direct workers and contractors to the site of repair and maintenance work, ensuring that their presence has been recorded, and that they adhere to all health, safety and emergency procedures. Inspect, monitor and record work performance for invoice purposes.
- Perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- Carry out a preventative, planned rolling maintenance programme during School holidays as discussed with the Site Manager
- To attend training sessions as and when required to ensure compliance with Health and Safety, Child Protection, Fire Awareness and other training programmes as directed.

School Vehicles

- Assist the Estates Manager to ensure that the school vehicles are maintained.
- On occasion drive the school vehicles containing school staff and pupils as directed by the School Business Manager.

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Application process

	Essential	Desirable
Qualifications	<p>Good standard of general education.</p> <p>Full clean Driving licence.</p>	<p>COSHH, Health and Safety, Asbestos, Working at Height.</p> <p>D1 on driving license.</p>
Knowledge	<p>Experience in practical maintenance skills.</p>	<p>Qualification to support experience.</p>
Skills	<p>Good communication and verbal presentation skills.</p> <p>A team player who can prioritise their workload.</p> <p>Someone who will ensure a job is completed to a safe and high standard.</p> <p>Ability to use a computer.</p>	
Personal Qualities	<p>A person of integrity.</p> <p>An ability to maintain confidentiality.</p> <p>Good interpersonal skills.</p> <p>Someone who seeks solutions.</p> <p>Commitment to the values and principles of Cricklade Manor Prep.</p> <p>Flexible approach to working</p> <p>A willingness to learning and development of self.</p> <p>Good physical fitness – this is a physically demanding post.</p>	