

# ROYAL GRAMMAR SCHOOL

Amersham Road, High Wycombe, HP13 6QT

01494 524955

Website: [www.rgshw.com](http://www.rgshw.com)



## Maintenance Assistant full time

Applications should be made to the Finance and Resources Director, Mr Chris Hall, by Friday 16 November by email ([dmc@rgshw.com](mailto:dmc@rgshw.com)) or post. Along with the completed application form, please include a letter of application and a current curriculum vitae, which should include the names, addresses, telephone numbers and email addresses of 2 referees.

Those being called for interview will hear within two weeks of the deadline. If you have not heard from us before this date, please assume that your application was unsuccessful. In which case we thank you for applying and wish you well in your future career.

The RGS is committed to promoting the safety and welfare of all pupils.  
Appointment is conditional upon at least two satisfactory references. All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

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## Maintenance Assistant

### Department:

RGS maintenance department is going through an exciting time of restructure and development. We are seeking a self-motivated, positive, team player to join the maintenance and grounds team and contribute to the departments improvement and progression.

### Line Manager: Estates & Facilities Manager

The post holder will be supervised by the Maintenance Supervisor when engaged in general maintenance activities.

### Direct Reports: None

### Salary/remuneration package:

- Salary Range: Range 2, Point 11-15 (£18,703 - £21,009).
- An emergency call out payment will be made at a rate equivalent to one hours work. Subsequently, if presence on site is required, time spent will be paid at 1.5 time's hourly rate.
- Appointments will be made in the range according to qualifications, experience and skills.
- There is also the opportunity to undertake evening and weekend lettings @ £8.62 per hour

### Working Hours:

- Full-time - 37 hours per week – half hour to be taken for lunch (unpaid)
- There will be flexible start and finish times between the hours of 07.30 and 18.00 to be determined between the school and the post holder, in advance on a monthly basis, and delivered on a rota basis. The post holder will be expected to fully participate in the rota and will therefore work some early mornings and some late afternoons.
- The post holder will also be expected to participate in emergency call out arrangements and actual call outs will attract additional one off payments.

### Purpose of the Role:

To provide general caretaking duties and to assist the maintenance and grounds teams to maintain the site in good order and prepare it, as required, for school activities.

### Skills and abilities:

Ideally the candidate will have a maintenance, facilities or trade background but it is not essential as general handyman skills will be accepted and training will be given where appropriate. Ideally the candidate will be willing to learn and have a go”.

*Training will be given where appropriate*



## Job Description

### Maintenance Assistant

#### Main Duties and Responsibilities:

##### Caretaking activities *examples are:*

- Sweep and remove litter from paths and other areas of the school, including the waste bin area, to ensure that the school appearance remains clean and tidy.
- Keep paths and entrances etc snow and ice free to ensure the safety of children, staff and visitors.
- Move furniture and equipment as required including setting up and clearing down for school events, such as assemblies and examinations and before and after letting the premises to outside organisations.
- Put up notice boards.
- Provide porter services, when needed, to deliver items around the school.
- Remove graffiti and clean up spillages.
- Participate in security activities such as unlocking, locking and parking control and provide emergency out of hours cover on a rota basis.
- Check and clear drains, gulleys and gutters regularly to ensure that rainwater and foul water flows away without overflowing.
- Clean the filters in the staff dishwasher regularly.

##### Maintenance activities *examples are:*

- Replace lamps and fluorescent tubes
- Minor repairs to doors, locks, windows and other equipment
- Minor plumbing and electrical repairs
- Painting and decorating as required
- Routine emergency light testing and filter changing
- Assist with pool maintenance (may include some weekend work on a rota basis)
- Assist with H & S monitoring and control as required

##### Experience required

- A full clean driving licence.
- Ability to work on your own or as part of a team.
- Have good DIY skills. Able to use maintenance tools and equipment and make minor repairs.
- Able to lift and carry heavy items.
- Able to work at heights.
- Be flexible and adaptable to changes in work and deadlines.
- Have a cheerful disposition.

##### General

This job will give the successful applicant the opportunity to develop their practical skills and to gain experience of working on a large and varied range of equipment in a variety environments around the school.



## General Information

This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

### Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participate in school trips and co-curricular activities as identified above.

### Facilities at RGS

- All-weather sports facilities.
- Purpose-built language and music suites.
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding video](#)

Computers are in extensive use throughout the school, and all teachers are given the use of a laptop and an iPad with appropriate training, supported by an effective wifi system.

Sports facilities, which have recently been upgraded, include 33 acres of playing fields, a 25 metre indoor heated swimming pool, cricket nets, Eton Fives courts, a modern fitness suite, sports hall and cricket pavilion. The most recent acquisitions are a brand new, floodlit all-weather surface and a new rugby pitch.

### Salary and benefits at RGS

For the benefit of support staff the School participates in the Local Government Pension Scheme. Staff at RGS can participate in the Cycle to Work and childcare voucher schemes. All staff are entitled to free membership of the School's Fitness Suite. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

### Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. The Common Room subscribes to a range of national and local newspapers and journals. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

## Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- view of original degree and teaching certificates;
- receipt of two satisfactory references.

The School is an equal opportunities employer and a non-smoking establishment.

## High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping centre, several out-of-town shopping areas, a theatre and two multiplex cinemas. A new sports centre with a 50m competition pool and large Waitrose, next to the M40. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities.

There is little housing in the town itself (other than flats) though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or the new railway link.

Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

It is difficult to encapsulate the spirit of RGS in words, but suffice it to say that all who work here regard it as a very special school indeed. Alongside a commitment to excellence is the sense of belonging to an exceptionally friendly community, where there is always genuine support for colleagues. To see the full range of activities undertaken at the school, we would encourage you to visit our website ([www.rgshw.com](http://www.rgshw.com)).

## How to find us:

Amersham Road, High Wycombe, HP13 6TQ

**By road:** If travelling from the M40, leave at Junction 4. Follow signs for A404. RGS is situated at a set of traffic lights on the left hand side at the top of the Amersham Hill.

**By rail:** High Wycombe Train Station is situated on the Amersham Road and is 20 minute walk (uphill).

