

SEVENOAKS SCHOOL

JOB DESCRIPTION



Maintenance Plumber (Full time, all year round)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2022. The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool,

attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equity, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With seven distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in 2019. Another boarding house opened in 2024.

The Department

The Estates Department – Mechanical & Electrical Team.



The Role

To support the Estates Department in all aspects of planned maintenance, reactive maintenance, refurbishment and new heating and plumbing works across the campus. This role will involve contact with all types of staff. The Staff member will demonstrate commitment, versatility and flexibility whilst undertaking all tasks as instructed by the Estates Management Team.

Reporting to

This role will report to the Head of Building Services.

Main Duties and Responsibilities

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

- To carry out emergency, planned and reactive maintenance and repairs to the School's plumbing and heating systems, circuits, fittings, equipment and plant.
- Installing, maintaining, modifying and repairing, heating, hot & cold water, stormwater and foul water systems across the campus.
- Carry out clearance of blocked drainage systems including foul water systems and toilets.
- Carry out repairs and installations to central heating systems including setting controls, radiators, pipework and boilers.
- Undertake all reasonable requests instructed by Estates management within required timeframes.
- Work with, assist, advise and escort school appointed contractors as requested by Estates Management.
- To Keep working areas clean, removing all waste for job locations to ensure tidiness at all times.
- To participate in the estates on call rota.
- Obtain quotations for plumbing materials and submit to line management for approval.
- Stay appraised of relevant safe working practices and regulations.
- Communicate technical issues to Estates staff & suggest methods to improve performance while assisting other trades where needed.
- Interpret priorities and work from written and/or verbal instructions.
- Ensure Compliance with all statutory regulations including Health and Safety at Work Act 1974 and the HSC Approved Code of Practice for the Control of Legionella.
- Undertake stock takes as required.
- Undertake plant room inspections as required.
- To carry a Radio and handheld PDA at all times.
- Regularly monitor work emails and respond in a timely manner.
- To complete all mandatory e-learning within the desired timeframes.



Person specification

Essential

- NVQ L2/3 in domestic/commercial plumbing & heating + G3 unvented hot water cylinders.
- Proven track record in the field of commercial & domestic plumbing works.
- Good physical fitness with the ability to undertake manual work, at ground level and at height, in all weather conditions.
- To be able to work as part of a team and independently.
- Ability to communicate and interact well with staff & colleagues.
- To possess good organisational skills - a methodical thinker & problem solver.
- Self motivated with good time management skills.
- Possess a high degree of health and safety understanding.
- Possess a good level of computer literacy, in particular Microsoft Office Suite.
- Understanding of building management systems.
- Knowledge and experience of HVAC systems.
- Possess a full UK driving licence.

Desirable

- Any additional trade qualifications.
- Experience of commercial swimming pool systems & plant.
- Gas Safe registered.

- Commercial Gas registered.

Hours

The basic hours are 08:00 to 16:00 Monday to Friday, 40 hours per week. There may be a requirement to work one Saturday for Leavers and one day for Founders days for up to 3 hours.

Salary and Benefits

Salary

A salary of £38,600 to £43,500 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

Benefits

- Holiday entitlement of 25 days per annum excluding bank holidays.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).



Note

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Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will be provided to the successful candidate.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

The closing date for applications is 02/10/2024 at 23:59.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.