



Mill Hill
EDUCATION GROUP

Estates Maintenance Operative Candidate Information Pack

Instilling values, inspiring minds

INTRODUCTION

The Maintenance Operative will be responsible for the day-to-day upkeep, repair, and compliance of the school buildings, facilities, and grounds. Working within the Estates/Facilities team, the postholder will ensure that the school provides a safe, secure, and well-maintained environment for pupils, staff, and visitors.

Closing date for applications: 9:00am on Tuesday 14 October 2025

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Contract Type

PERMANENT, FULL TIME,
FULL YEAR

Location

MILL HILL SCHOOLS

Benefits

PENSION
ON SITE GYM
FREE PARKING

Reporting to

MAINTENANCE MANAGER /
ESTATES MANAGER

Salary

UP TO £32,000

Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Job Description

General Maintenance Duties and Responsibilities

- Carry out minor repairs across the foundation (plumbing, electrical, carpentry, painting, heating, ventilation, A/C, locks, etc.)
- Perform minor repairs to furniture, doors, windows, fixtures, and fittings
- Maintain plumbing systems (toilets, sinks, water fountains) and address leaks or blockages
- Operate basic hand and power tools safely
- Support preventive maintenance schedules for equipment and machinery
- Respond promptly to repair requests or emergencies
- Ensure the school environment is safe, clean, and be conducive to always learning
- Monitor stock and order supplies, tools, and materials as required
- Report larger or specialist issues to the maintenance manager and liaise with external contractors when needed
- Adhere to safeguarding policies when working in areas accessible to pupils
- Work flexibly to support school events, term breaks, and emergency situations
- Contribute to sustainability goals (energy efficiency, recycling, water conservation)
- Uphold the school's values and present a professional, approachable attitude to staff, students, and parents
- Ensure safety standards and building codes are followed
- Follow health, safety, and environmental regulations
- Contribute to keeping the facility clean, safe, and operational
- Assist with pest control measures if needed.

Compliance & Health and Safety

- Undertake regular compliance checks including fire alarm testing, emergency lighting, water hygiene (legionella testing), and playground equipment inspections
- Monitor and maintain accurate records of statutory checks, in line with school and legislative requirements
- Ensure all tasks are carried out in accordance with health and safety legislation and risk assessments (including COSHH, **Working at Height**, and **Manual Handling**)

Safeguarding

- Always follow the school's safeguarding policies and procedures
- Maintain a professional, responsible approach when working in and around the school community



Personal Specification

ESSENTIAL

- Enthusiastic, reliable, and hardworking with a positive attitude
- Good DIY and practical skills across a range of trades
- Awareness of health & safety in a workplace/school environment
- Ability to work flexibly, independently, and as part of a team
- Physically fit to meet the demands of the role (lifting, carrying, manual work)
- Good communication skills, both written and verbal
- Commitment to the safeguarding and welfare of children
- Adaptability of changing tasks, with reactive and planned maintenance
- Ability to work in a team environment

DESIRABLE

- Previous experience in a similar school or facilities/estates role
- Full UK driving licence
- Relevant trade or health & safety training (e.g. first aid, manual handling, plumbing, carpentry, decoration, etc)

TRAINING AND BENEFITS

- Ongoing training and professional development opportunities
- Free uniform and PPE provided
- Lunch included
- Access to school facilities (e.g. Gym)
- Membership of pension scheme



How To Apply

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 14 October 2025**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

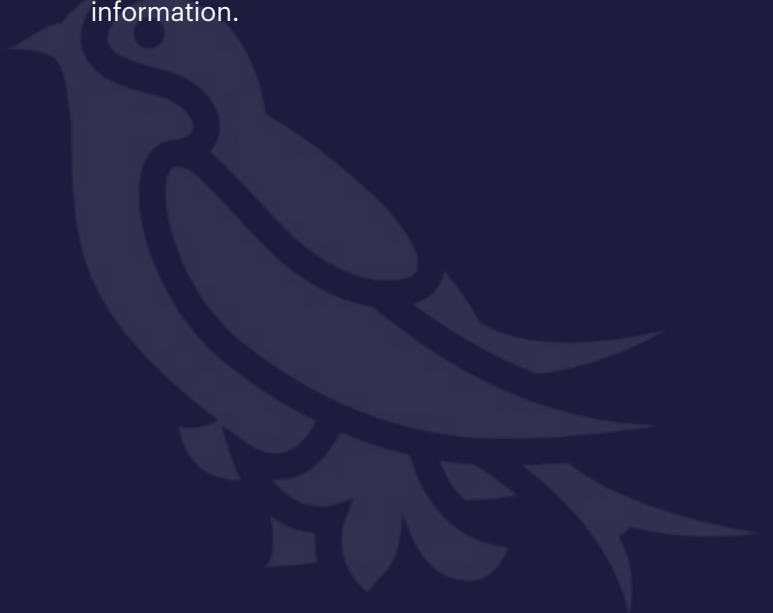
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community. Any offer of employment will be subject to satisfactory DBS checks and the production of documentary evidence showing your entitlement to work in the UK.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Instilling values, inspiring minds.



Mill Hill
EDUCATION GROUP

The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.

Registered in England: number 3404450

Registered office: Walker House, Millers Close, The Ridgeway, Mill Hill, London NW7 1AQ

Registered charity number: 1064758.
