

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 Astro turf and grass pitches and a Sports Hall.

The Role

We are seeking a reliable Maintenance Operative to work 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.

Responsibilities:

- 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.
- General portorage duties and moving of furniture.
- Ensure all equipment, furniture and materials are stored safely and securely to prevent unauthorised access and potential accidents/misuse.

- Assist in opening/locking of the school and assisting in the security of buildings at all times.
- 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.
- 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.

Hours, Salary, Benefits & Key Information

- Full time role, Mon - Friday, 40 hours a week, shifts fall between 7am - 6pm with 30 mins unpaid lunch
- Permanent role
- From £27,000 per year
- Ideally 3 years maintenance experience
- Full driving license (preferred)

Benefits:

- 5% employer pension
- EV scheme with Octopus
- Cycle to work scheme
- Means tested staff discount
- Free lunch if working in our school
- 25 days holiday + bank holidays per annum
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Discretionary Christmas stand down, non teaching staff
- On site parking

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. Please note shortlisted applicants will be subject to online checks.

Application & Key Dates

Applications can be made via the school website, or Wishford Careers page using the application form. [Link here.](#)

Interviews will be held as the applications come in. We reserve the right to close the vacancy early due to high applicant numbers, so early application is encouraged.

The vacancy closes 03/05/2024.

Wishford Education 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.

Contact Details

If you need any assistance or adjustments with completing your application or the interview stage, please contact anna.hill@crickladedemanor.com

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

