



WEST BUCKLAND  
SCHOOL

# Join Our Team

WE'RE HIRING

**Head of Maintenance  
Full Time**

*"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."*

GOOD SCHOOLS GUIDE



Founded in 1858, our intention is to offer an excellent education based on Christian values.

Standing in almost 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside.

The area is listed World Class by nature and we count ourselves a school offering a world class education.

*WE THINK YOU'LL LIKE IT HERE.*

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000

Email: [recruitment@westbuckland.com](mailto:recruitment@westbuckland.com) [www.westbuckland.com](http://www.westbuckland.com) Reg. Charity No: 1167545



## Our School

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the Jonathan Edwards Sports Centre, and the award-winning 150 Building, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and The Michael Morpurgo Library, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently, the school has built 'The Hub', a centre for personalised learning and development, Café 58 sixth form dining and social space, as well as Potbury studio theatre.

The school is fully co-educational and has grown considerably in recent years. In total there are just under 650 boys and girls aged, 3 to 18 years, with 160 in the Sixth Form and 150 weekly and full boarders. The school has its own co-located Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the Southwest at GCSE and A-level. A-level results typically exceed 75% A\* to B and at GCSE over 50% of grades are A\* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education, and the Duke of Edinburgh Award Scheme.



*HELP MAKE A DIFFERENCE.*



## Job Description

### Head of Maintenance

This post presents an opportunity to join a well-established independent school set in the foothills of Exmoor and the North Devon coastline. The Head of Maintenance's primary role is the development, improvement, maintenance, and upkeep of all School buildings. In addition, the Head of Maintenance is a key player in the routine day to day operational running of the school, in both term time and school holidays.

The Head of Maintenance is a key player in the routine day to day operational running of the school in both term time and school holidays as well as having the core responsibility of developing, improving and maintaining all school buildings. The role requires dedication, with possible work out of hours, reflecting the boarding nature of the school. A willingness to embrace H&S and a personable manner are essential criteria. This is an important post within the support staff and the Head of Maintenance will contribute to the strategic planning of the development of the School Site.

### Line Manager

The Line Manager for the Head of Maintenance is the Estates and Operations Manager who is responsible to the Bursar.

### Main responsibilities

This is a demanding and wide-ranging appointment within the school and the incumbent is an important member of the support staff. The key elements of this role include but are not limited to:

**Leader and Line Manager** - the Head of Maintenance leads the Maintenance team. The Head of Maintenance must have a good understanding of line management procedures such as appraisal, recruitment, competency, and discipline protocols.

**Budget Holder** - the Head of Maintenance is responsible for managing expenditure as part of the Maintenance Budget held by the Estates and Operations Manager. The job holder is responsible for the management of expenditure in line with the terms of the School's Finance Regulations.

**Maintenance** - the Head of Maintenance is responsible for the maintenance and upkeep of all School buildings including staff residential accommodation. He or she is required to run a comprehensive programme of preventative maintenance (including a rolling maintenance programme such as gutter, gully and drain cleaning) as well as provision of an efficient, timely and

effective reactive maintenance service. The Head of Maintenance is responsible for the upkeep and maintenance of all maintenance equipment and the servicing and safety inspections of all boilers (that the school owns) on the site. The Head of Maintenance is responsible for monitoring and the reporting of faults with any contractor owned equipment (biomass boilers). The Head of Maintenance provides an on-call out-of-hours emergency maintenance call-out service 365 days a year. He will organise the roster and be available for out of hours call-out.

**Health and Safety** - the Head of Maintenance assists the Estates and Operations Manager in her role as Health and Safety Coordinator for the School. In addition, he is responsible for all elements of Health and Safety with regard to the activity of the maintenance department staff and any contractors on site. This includes, but is not limited to, ensuring the school is compliant with the Health and Safety at Work Act (as it applies to the maintenance department) and Construction (Design and Materials) Regulations, Legionella legislation, Working at Height, Manual Handling and Asbestos legislation. It is a key responsibility for the Head of Maintenance to ensure that any works carried out on site are safe, and that the Health and Safety records, including suitable and sufficient risk assessments, method statements and training records, are all produced and recorded as necessary. The Head of Maintenance is a member of the School's Health and Safety Committee.

**Small Projects** - the Head of Maintenance, as directed by the Estates and Operations Manager, will manage a series of small projects each year. This will include planning, budgeting, execution, safety (including CDM considerations) and coordination with other School departments to minimise the impact of works on the running of the school. These small projects will often involve external contractors and the Head of Maintenance acts as the first point of contact and coordinator for contractors and sub-contractors working on the site.

**Major Projects** - the Head of Maintenance role will vary with major projects, but he will be required to advise and support the Estates and Operations Manager at all stages of a project and is likely to have an important role with regard to quality control and liaison with the contractors.

**Fire Safety** - the Head of Maintenance is responsible for the provision of a modern and effective Fire Safety warning system including its maintenance and testing. He or she is also required to plan, implement, and record the maintenance and servicing of all other fire safety equipment such as fire extinguishers and emergency lighting. The Head of Maintenance leads on all aspects of the fire panels on site and is responsible for providing an on-call (reasonably prompt response, ideally within 30 minutes) duty member of staff 365 days per year to act as the Fire Safety Support Officer in the event of the fire alarm sounding.

**Swimming Pool** - the Head of Maintenance is responsible for the provision of a safe and attractive swimming pool facility for use by the school community and other authorised groups through the efficient management of the swimming pool plant including a strict regime of water quality testing.

**Events** - the Head of Maintenance is required to support a wide range of School and Commercial activities such as Speech Days, Parents Association events, Summer Balls, lettings and many other routine and one-off events.

**Security** - in conjunction with the Estates and Operations Manager, the Head of Maintenance is responsible for the maintenance of the security aspects of the school. This includes the provision and upkeep of Door Code PIN security.

**Miscellaneous** - in addition, the support staff are part of a team that provides all aspects of support for the Headmaster and his Senior Leadership Team to run the school. The Head of Maintenance will be required to work with many of the teaching and pastoral staff in order to support the aims of the school. He may also be required to perform other duties as required by the Estates and Operations Manager.

**The successful applicant will be able to demonstrate the following:**

<b>Qualifications</b>	
Professional qualification within the Facilities or Construction industries such as British Institute of Facilities Management (BIFM Level 4 or 5) or equivalent.	Highly Desirable
Relevant Health and Safety Qualification such as IOSH Managing Safely.	Essential
Knowledge or Experience:	
Construction trades with expertise in at least one trade – preferably electrician or plumber – and good working knowledge of all construction trades.	Essential
Working in a management role and able to provide good quality control	Essential
Successfully managing construction projects with a sound knowledge of the Construction (Design and Management) Regulations.	Essential
Successfully managing staff and knowledge of employment legislation.	Essential
Risk Management and Health and Safety procedures.	Essential
Budget management.	Essential
Sound IT skills, in particular MS Outlook, Word and Excel.	Essential
Legislation related to construction, development and property management such as Legionella and Asbestos controls	Essential
Maintenance software packages.	Desirable
Working in an independent School.	Desirable
Excellent written and oral skills as well as being numerate.	Essential
Highly effective organisational and time management skills	Essential
Strong leadership and management skills with ability to motivate and develop staff.	Essential
Approachable and confident in dealing with a wide variety of people; able to establish and maintain effective, professional working relationships with fellow employees, other departments, contractors and members of academic staff.	Essential
Ability to be flexible and work to deadlines under pressure	Essential
A tactful, confident and mature disposition with plenty of stamina	Essential
Have a clear understanding and sympathy with the ethos of the school.	Essential

A strategic thinker able to see beyond the routine daily pressures to assist the Bursar in charting the strategic way forward with regard to the buildings and fabric of the school.	Highly desirable
Innovative and creative in problem solving.	Highly desirable
A team player with a keen sense of humour.	Highly desirable

### **Hours of Work**

This is a full-time appointment based on a minimum of 40 hours per week with an hour's unpaid break each day. The incumbent is expected to be flexible in his or her attitude to hours of work and will be expected to manage working hours in line with the needs of the school. Overtime is not applicable but time off in lieu for additional hours worked can be claimed.

### **Benefits**

Competitive salary  
 Free lunch and refreshments provided  
 Free parking on site  
 25 days annual leave, plus bank holidays  
 Use of pool and fitness facilities  
 Pension  
 Life assurance

### **Child Protection**

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

This post requires a cleared Enhanced Disclosure from the Disclosure & Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headmaster.



## The Process

Interviews will be held on receipt of a positive letter of interest and application form. There will be an opportunity to meet other members of staff and to see the school at work. Details of West Buckland Schools competitive salary will be discussed at Interview.

**Interested applicants should submit an application form and letter of interest to:**

**HR Manager  
West Buckland School  
Barnstaple  
Devon  
EX32 0SX  
e-mail: [recruitment@westbuckland.com](mailto:recruitment@westbuckland.com)**

### Safeguarding Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and social media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.