



FARLEIGH

Maintenance Assistant

Candidate Information Pack

Full time, all year round, Fixed-term
Starting - as early as possible



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Maintenance Assistant at Farleigh School.

Farleigh has grown into a school of which we are very proud, with over 420 boys and girls, aged 3 to 13, boarding and day. We are a leading Catholic prep school which welcomes all faiths, or none. Farleigh is a wonderful environment in which to work, combining excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

We are aspirational in seeking the very best for the young people in our care and pupils go on to a wide range of leading senior schools. We enjoy their company and prepare them for an exciting future, encouraging them to have a warmth, depth of knowledge and sense of purpose that will serve them well in the years to come.

We work with a team of skilled and dedicated staff, each member playing a key role in the running of the School and in creating a warm, friendly and welcoming atmosphere for pupils and parents. We are also extremely fortunate to have an incredibly loyal parent body who support and work with us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Maintenance Assistant. If you would like an informal discussion about the position, please call Deborah Jones, the HR Advisor, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic school which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The school is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the school and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Maintenance Assistant

Farleigh School seeks to appoint a hardworking and conscientious individual to join the Maintenance team to undertake varied maintenance work and scheduled minibus driving duties. This is a fixed-term, full time, all year round position working 45 hours per week, from 7am to 4pm Monday to Friday.

Particular Tasks & Responsibilities:

- Site maintenance duties and first line repairs
- General DIY projects such as, simple construction and decorating
- Setting up and packing away event equipment
- Car park and traffic management
- Collecting materials and goods
- Manual handling i.e., moving furniture and goods around the site
- Operate the school minibus in a safe and efficient way according to all relevant legislation, policies and procedures
- Monitoring school vehicles, to include performing daily safety and maintenance checks
- Pick up and deliver students and staff as per a set schedule
- Clean the minibus as required
- Advise the Maintenance Manager of any requirements for maintenance or repairs
- Any other duties, commensurate with the role, as and when required

Person Specification:

- Full valid UK driving licence (**essential**)
- Effective verbal and listening communications skills
- Appropriate writing skills to complete and maintain daily records
- Ability to work well with others and independently when required
- Are professional and courteous in their manner and approach to working with others
- Have an understanding of and commitment to safeguarding (desirable)
- D1 on driving licence (i.e. can drive a 17-seater minibus 3.5T) is highly desirable but not essential

The role is responsible to the Maintenance Manager

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary
- Potential for over time
- Membership of our pension scheme
- Membership of the support staff Life Assurance for 3 x annual salary
- Free school meals during working hours in term-time
- 28 days paid annual leave
- Free car parking
- Supportive colleagues and a team environment
- A beautiful setting in which to work
- Access to staff social events throughout the year

To apply for this position, please complete the support staff application form and return to Deborah Jones, in the HR Department at hr@farleighschool.com as soon as possible.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.