



FARLEIGH

Maintenance Assistant
Candidate Information Pack

Full-time, Permanent
Starting - as soon 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 is an exceptional school of which we are very proud, with over 425 boys and girls, aged 3 to 13. It is a wonderful environment in which to work, with each and every member of staff playing their part in ensuring we have happy and energetic pupils. It is a magical place to be.

We have great colleagues and we are aspirational in seeking the very best for the young people in our care across the whole spectrum of school life. We enjoy their company and prepare them for an exciting future, encouraging them to be engaging, warm and thoughtful in the years to come. We are also extremely fortunate to have an incredibly loyal parent body who support and encourage us in so many ways.

I hope that you enjoy finding out a little bit more about the role of Maintenance Assistant.

If you would like an informal discussion about the position, please call Deborah Jones, the HR Manager, 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 is seeking a reliable and dedicated individual to join our Maintenance team. You will play a key role in ensuring our facilities are safe, well-maintained, and fully operational. This is a hands-on practical role suited to someone who enjoys problem solving, takes pride in delivering high standards of work, and is adaptable with the ability to manage a varied and changing workload. As part of this role, you will also be required to undertake minibus driving duties during term-time, supporting the safe transport of pupils as needed.

We are seeking an individual to work up to 47.5 hours a week, Monday to Friday for 52 weeks of the year typically from 7.00am to 4.30pm, with Saturday 4 hours on a rota during term-time:

The ideal candidate will have:

Essential

- Previous experience in maintenance, facilities or similar role
- Full valid UK driving licence
- An understanding of and commitment to safeguarding
- 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
- A professional and courteous manner and approach to working with others

Desirable

- D1 on driving licence (i.e. can drive a 17-seater minibus 3.5T)
- Practical experience in plumbing
- Previous experience working in a school environment
- Knowledge of health & safety practices, with an understanding of the importance of compliance in a working environment

Job Description: Maintenance Assistant

Responsible to: Maintenance Manager

Purpose of the job: To ensure the school's buildings and facilities are safe, well-maintained, and fit for purpose. The role supports the smooth day-to-day running of the school by carrying out general maintenance, including plumbing work, responding to repairs, setting up for school events, and maintaining a safe school environment for staff and pupils.

Particular Tasks & Responsibilities:

- Carry out general maintenance tasks, including basic plumbing, carpentry, painting, and decorating
- Respond to reactive maintenance requests in a timely manner
- Perform routine inspections of buildings, equipment, and systems
- Ensure all work is completed in line with health and safety regulations
- Report any faults, hazards, or safety concerns to the Maintenance Manager
- Assist external contractors and escort them around the site if required
- Maintain tools, equipment, and materials in good working order
- Support with grounds maintenance (e.g. litter picking)
- Help with setting up rooms or facilities for events or operational needs
- Collecting materials and goods from suppliers when needed
- Manual handling i.e., moving furniture and other goods around the site
- Driving a school minibus on designated transport routes to collect pupils
- Keep accurate records of work carried out where required
- 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
- Any other duties which may be assigned commensurate with the post and in keeping with the nature of the prep school environment

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 based on the skills, experience and qualifications at time of appointment
- Membership of the school's pension, life assurance and income protection schemes
- Access to Employee Assistance Programme and shopping discounts
- Professional Development Support
- Free car parking
- Supportive colleagues and an outstanding working environment
- A beautiful setting in which to work
- Access to staff social events

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.