



A M E S B U R Y

CELEBRATING 150 YEARS OF EDUCATION

“An ‘amazing’ place for their education...”

ISI Inspection 2017

Temporary Maintenance Assistant

Amesbury is an independent co-educational day preparatory school catering for pupils between the ages of 2+-13+.

The main catchment area includes Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is very well catered for in educational terms, with strong infant and primary school provision. In spite of intense competition Amesbury has continued to be one of the strongest preparatory schools in the area and features in the Good Schools Guide.

The School was inspected by ISI in September 2017 and judged to be excellent in all categories and subcategories. Needless to say, the school was also found to be fully compliant.

Pupils leave to join a wide range of the best day and boarding senior schools in the UK including Brighton College, Bedales, Bradfield, Bryanston, Canford, Charterhouse, Cranleigh, Frensham Heights, Guildford High School, Harrow, Lord Wandsworth College, Marlborough College, The Portsmouth Grammar School, Prior's Field, RGS Guildford, Rugby, Seaford College, St Catherine's, Tormead, Wellington College and Winchester College.

Since 2012 the School has invested £3m in capital projects, including a new Common Room, a Dance Studio, a £1.3m Visual Arts Centre and most recently a purpose-built Library. In addition to this Amesbury has made a significant investment in infrastructure and tablet technology and is a Microsoft Accredited School. Recent projects include the development of new Reception Classrooms and refurbishment of our Science Laboratories.

Amesbury is a day school. Registration is at 8.15am and school finishes at 5.45pm. There are no weekend commitments. It is a special place. We work hard, have fun, innovate, and strive to be exceptional.

Personal Specification

You will ideally have experience of general trade tasks. Ideally you will:

- Have the self-confidence, style, and communication skills to represent the school effectively to both parents and staff.
- Be able to maintain personal drive and energy, and to complete projects through to the end.
- Be the absolute opposite of a clock watcher, wanting to go the extra mile and be able to convince others to do the same, with a 'can do' attitude.
- It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the role, the job 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 Deputy Designated Safeguarding Lead.

Job Description

This is a temporary full-time position Monday to Friday 9.00am until 6.00pm.

The appointed person will be enthusiastic, adaptable and have a good sense of humor. They will work as part of a team and report to the Maintenance Supervisor who will prioritise the Daily Work Schedule.

The Maintenance Assistant will ensure:

- All daily maintenance tasks are completed in good time by the department.
- All maintenance requests are dealt with in good manner and to the best of their ability.
- They have good all-round maintenance skills and the ability to turn their hand to most things.
- They are prepared to carry out heavy manual work as instructed by the Maintenance Supervisor.
- Small gardening tasks such as leaf blowing, and weeding may be required.
- They are prepared to support the Maintenance Supervisor and the Facilities Manager in the daily routine of the school as required and adhoc tasks.
- They maintain all equipment used within the department and keep it in good working order. Any repairs needed are to be reported to the Facilities Manager and carried out by the Maintenance Department in accordance with the instructions of the Facilities Manager.
- Minibus driving when required.
- They perform all tasks with the safety of others in mind.
- Attend in-house training and keep necessary skills up to date

Child Protection / Safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment.

Salary

The salary is dependent on experience and qualifications.