



BARNARD CASTLE SCHOOL

Maintenance Operative

INFORMATION FOR APPLICANTS

The History of Barnard Castle School

Barnard Castle School has its roots in the medieval past and its eyes set firmly on the future. The school traces its origins back to the nearby Hospital of St John, which was an educational and religious community established by John de Balliol in 1229. He was also the founder of Balliol College in Oxford and his passion for learning remains central to our philosophy today. In 1883 with a gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main School building was constructed. Tony Jackson, the School's tenth Headmaster, was appointed in September 2017 as "Barney" embarked on an exciting new era.

The School

'When you are steeped in little things, you shall safely attempt great things'

This motto perfectly sums up what **Barnard Castle School** - or 'Barney' as it is affectionately known - aims to do in preparing its pupils for life beyond its doors. Through creating an inspirational, compassionate and unpretentious environment, Barney aims to develop young adults with character. Our staff believe that our pupils should be confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, and are prepared to live, embrace and lead in an ever-changing world.

'Parvis imbutus tentabis grandia tutus'

The School has a genuine warmth amongst its **669 pupils** and **180 staff**, which fosters a strong sense of community and endeavour. It is highly unusual to find a school where pupils from Year 9 and Year 11 sit at a table for lunch together sharing a conversation, discussing their latest sports fixture or drama rehearsal. However, this attitude is ingrained in a Barnardian from very early on. The co-educational and cross-year group atmosphere starts in the journey from the Preparatory School (ages 4-11) right through to the state-of-the-art bespoke Sixth Form Centre in the Senior School (ages 11-18). A Barney pupil is quick to make someone else feel at ease, whether that is through simple encouragement or a warm smile.

Whilst we are extremely proud of what our pupils achieve academically, we also recognise the importance of preparing the next generations for an evolving and increasingly competitive global marketplace. To do this, we focus on developing the individual character of every child, and during their journey with us, we aim to cultivate vital life skills through building relationships amongst the pupil body and teachers alike. Each pupil has a dedicated Tutor who meets with them several times a week to discuss anything from pastoral issues to academic progress.

We want our pupils to develop a balanced mindset for life. This requires confidence, resilience and compassion, all built up over a period of time, and in a variety of ways, both within and beyond the classroom. It also requires that most important quality: humility. At our core is an unpretentious and humble outlook, and it is this combination of confidence and humility that allows our pupils to light up a room.

We want staff who believe in our purpose as educators and are proactive in immersing themselves in school life during term time. We would like them to role model the qualities we hope to install in our pupils throughout their journey from the Prep School through to the end of the Sixth Form. Teachers are expected to take part in the extensive extra-curricular "Mind, Body and Soul" programme that runs between 4pm and 5pm and can choose to offer an activity that they are passionate about. We believe in fostering lasting relationships and contact time with pupils outside the classroom is what makes the Barney difference.

The School (cont'd)

The School is situated in its own extensive grounds on the outskirts of an historic market town, recently noted as being the safest in England, in an area of outstanding natural beauty. It is well-resourced and enjoys an enviable reputation for its pupils' achievements on a broad variety of fronts. It is also in proximity to and enjoys close relationships with departments in the universities of Durham, York and Newcastle.

Continuous improvement and investment have produced a number of new buildings, including the MacFarlane Building which houses Physics and ICT, the Atha Fitness Centre, an extension to our Prep School including a new Science Lab, and the new purpose built Sixth Form Centre.

Further details about Barnard Castle School may be found in the Independent Schools' Yearbook and on the School's website www.barnardcastleschool.org.uk.

Our Vision

- To be viewed as the leading independent co-educational boarding and day school in the North of England.
- To foster the concept that 'Barney is for Life', imbuing a real sense that to be a Barnardian is something special and life-lasting.
- To make an impact: in Barnard Castle, County Durham and the wider world.
- To place the School in an even stronger position for future generations to enjoy all the benefits of a Barney education.

Our Purpose

- Through creating an inspirational, compassionate and unpretentious environment, we aim to develop young adults with character.
- They are happy, confident, resilient, intellectually curious, tolerant and driven, with an undercurrent of humility, who are ready and prepared to face, embrace and lead in an ever-changing world.



BARNARD CASTLE SCHOOL | BARNARD CASTLE | COUNTY DURHAM DL12 8UN | UNITED KINGDOM

Job Description

Job Title: Maintenance Operative

Responsible to: Facilities Manager

Reporting to: Maintenance Supervisor

Department: Support-Maintenance

Purpose

The purpose of the role is to provide a high quality and effective maintenance service and to ensure the facilities are unlocked each morning and the site is secure each evening.

Responsible to the Facilities Manager and reporting to the Maintenance Supervisor, the post holder will work as part of a team on a 4 weekly term time rota (35 weeks) and a day shift during holiday periods (17 weeks).

Overall Responsibilities:

Duties

- To undertake the day to day planned and reactive maintenance work associated with the upkeep and improvement of the school's estate.
- Responsible for locking and unlocking the site, following a set security schedule.
- To respond to fire alarms while on duty, investigate and operate control panels as required.
- To carry out daily checks on boilers and to undertake other statutory checks across site.
- To drive school vehicles and operate tools and machinery as required.
- To assist with setting up for events, assemblies and building school drama sets.
- To comply with any reasonable request from the Facilities Manager or Maintenance Supervisor to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of issue but may be changed by management to reflect changes in the role, which are commensurate with the salary and job title

In order to meet the high standards expected of a member of staff in our School, the Bursar is seeking to employ a person with the following qualities, experience, skills and abilities

Person Specification

Essential Requirements

- A. Experience of working in a maintenance/support service role and the ability to undertake a wide range of maintenance duties.
- B. To be able to work as part of a team or independently.
- C. Ability to communicate and interact well with staff and colleagues.
- D. Ability to work using own initiative.
- E. Ability to carry out all aspects of the role to a high standard at all times.
- F. A current full driving licence

Desirable Requirements

- A. Knowledge of Health & Safety legislation
- B. Knowledge of COSHH regulations, safe storage and working practices
- C. Trades background

Minimum Training :-

The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate to support the role, responsibilities and duties undertaken: -

- Health and safety
- Fire safety awareness.
- Asbestos Awareness
- Legionella awareness
- Child protection and safeguarding

Expectations as a member of Barnard Castle School Staff

- Actively follow and promote BCS policies, in particular equal opportunities, fire, health and safety and safeguarding.
- Be responsible for considering the Health and Safety of themselves and others as an integral part of their job.
- Maintain an awareness and observation of fire regulations.
- Undertake safeguarding training and understand safeguarding obligations.
- Carry out any other duties as are within the scope, spirit and purpose of the post as requested by the line manager/SMT.
- Demonstrate their ongoing commitment to delivering the highest standards through their department's delivery of service.
- To establish good standards of communication with all stakeholders
- To take an interest in how the school operates
- To be an appropriate role model of reliability, behavior and appearance.

This job description reflects the present requirements of the post and is not intended to be exhaustive. staff may be required to carry out such other duties as the Bursar may reasonably require from time to time.

Duties and responsibilities, may be subject to change and development, the job description will be reviewed periodically and subject to amendment in consultation with the post holder.

Support

The staff member will be appraised by their Line Manager but routine communication will be on going and professional development.

If this is of interest and you would like to find out more about this role, please contact the school's Facilities Manager on 01833 696016 or alternatively by email, sdb@barneyschool.org.uk

Appointment Terms, Conditions and Benefits

Type: Permanent contract

Probationary Period: 6 months

Working Hours: 37 hours per week

Hourly rate: Dependent upon experience

Notice: During the probationary period by School and Employee is one week in writing. Post probationary is 1 month

Absence: Entitlement to Statutory Sick pay (SSP) only during first two years. School sick pay as detailed in contract will apply in later years.

Paid holidays:

20 days annual leave per annum plus bank holidays.

The annual leave year runs 1st September to 31st August. Holidays should be taken during School holidays. As we are a Boarding School, some public holidays (usually May Day) are a normal working day and a lieu day can be taken in School holiday working weeks for this

Pension: In accordance with current pension legislation, Support Staff are automatically enrolled in The Pensions Trust Flexible Retirement Plan scheme unless they choose to opt out. More information is available on request.

Recruitment Process

Barney Application Process:

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:

Mrs S M Metcalf

Bursar

Barnard Castle School

County Durham

DL12 8UN

Phone 01833 696098

Fax 01833 638985

E-mail hr@barneyschool.org.uk

Information about Interviews:

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.

Barnard Castle School is an equal opportunities employer.