



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

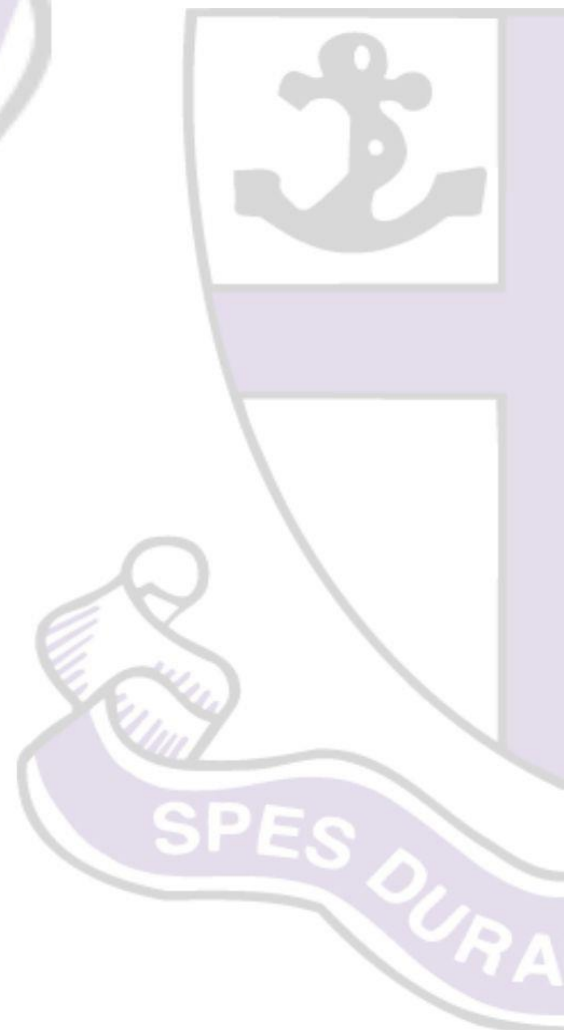
Maintenance Painter and Decorator
To start as soon as possible

Contents

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of staff
- The School
- Commitment to Safeguarding
- The Role
- Duties and Responsibilities
- Person Specification
- Terms and Conditions
- Method of Application
- Notes



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Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to read 'Will Chuter', with a long horizontal line extending to the right.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](#) to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Job Description

Maintenance Painter and Decorator

Required As Soon As Possible

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The Maintenance Team is currently managed by the Head of Maintenance, supported by a part time Administrator and five experienced trade operatives (two Plumbers, a Carpenter, an Electrician and a General Handyman who all complement each other and can turn their hand to most general maintenance).

The team are responsible for the maintenance of all the School's properties, which range from the Grade I Listed Castle and Victorian Upper Prep School to the QKB2, which was completed in 2015.

Annually there are approximately 1,000 requests for responsive maintenance made by staff submitting a 'job ticket'. Planned maintenance takes place during all school holidays.

All responsive repairs are carried out by the Maintenance Team, who are supported for some cyclical and planned work by contractors for works of a specialist nature, such as EICR's, Submersible pump servicing, planned exterior redecorating, Portable Appliance Testing and Legionella Risk Assessments.

Duties and Responsibilities

The primary responsibility of the role holder is decoration, property repair and improvements to the school's buildings. Duties include:

- All aspects of exterior and interior redecoration and wood preservation.
- Operate power tools safely.
- Ensure that all work areas are left in a clean and tidy condition providing a customer focused and effective service.
- Advising the Head of Maintenance on material and plant requirements to ensure timely acquisition and delivery to site. Receipt, delivery and collection of materials and equipment and ensuring that delivery notes are signed and returned.
- To keep the Head of Maintenance informed of work progress on a daily basis.
- Returning completed 'job tickets' and written instructions to the Head of Maintenance at the end of each day.

In addition, the role holder will be required to:

- Undertake any other duties appropriate to the post objectives as required by the Head of Maintenance or Bursar (appropriate to the level of the post).
- Undertake any reasonable request from the Head of Maintenance to operate in accordance with the current Health and Safety guidance and regulations and in compliance with the School procedures, including working alone or with others.
- To work safely and efficiently in maintaining and improving the Kimbolton School environment.
- To have an understanding of Child Protection procedures.

Person Specification

Attributes	Essential	Desirable
Knowledge and qualifications	<ul style="list-style-type: none"> • Apprenticeship Served • City & Guilds Craft Advanced • National Vocational standard level in Painting and Decorating discipline at NVQ level 2 • Or proof of relevant experience 	<ul style="list-style-type: none"> • Health and Safety qualification • Emergency First Aid at Work • PASMA Tower • UKATA Asbestos Awareness Course • UKATA Non-Licensable Work with Asbestos including NNLW • IOSH Working Safely • IPAF Static Boom: Mobile Boom: Push Around Vertical (PAV) • Manual Handling • Working at Height
Specialist skills and experience	<ul style="list-style-type: none"> • Know about Health and Safety requirements when working with machinery, hand and power tools. • Understanding that all works are carried out in compliance with Health and Safety Regulation e.g. Risk Assessment and Manual Handling so as to avoid injuries. • Proven experience of building maintenance, refurbishments, and new work. • Have physical strength and stamina. • To work in awkward, confined or constrained positions, e.g. erecting, using and dismantling scaffold etc. • For ensuring hand tools and equipment are maintained in serviceable condition for daily use and safe keeping. • High degree of precision and accuracy with fluid materials, co-ordination, and manual dexterity. • Have a good sense of balance and be comfortable working at heights. 	<ul style="list-style-type: none"> • Following risk assessments and safe systems of work. Identifying and managing risk within the maintenance environment. • Understanding of exposure to respiratory hazards. • Have the ability to carry out all assigned work to a high standard of workmanship, good practice and customer care. • Good listening skills. • The ability to communicate verbally and in a succinct and articulate manner

Attributes	Essential	Desirable
Personal qualities	<ul style="list-style-type: none"> • Have good communication skills. • Able to work well in a team and on own initiative. • Ability to prioritise time, manage and meet competing deadlines. • Self-motivated, positive adaptable and pro-active approach. 	<ul style="list-style-type: none"> • Able to work to cope with a varied workload and meet competing demands and deadlines. • Flexible in approach and adaptable to change.
Other Requirements	<ul style="list-style-type: none"> • Overtime working on a need must basis. • Willing to work outside normal hours when circumstances dictate. • When lone working responsible for own health and safety and by having radio contact with Head of Maintenance. 	<ul style="list-style-type: none"> • Working safely and wear personal protective equipment, e.g. hard hats, protective boots, gloves, goggles, ear protectors etc. to safeguard own hygiene • Reporting all incidents, hazards and unsafe working conditions encountered • School holiday working

Terms and Conditions

- Reporting to:** The Head of Maintenance
- Accountable to:** The Bursar
- Hours of Work:** 40 hours per week, with one-hour unpaid lunch break per day, for 52 weeks per year. Monday to Friday 08:00 am - 05:00 pm
- Remuneration:** Salary scale £27k to £28.5k, dependent upon qualifications, skills and experience
- Probationary Period:** 6 months
- Pension:** The School offers a contributory pension scheme
- Lunches:** All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
- Additional benefits:** Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.
- Referees:** The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

The closing date for applications is: 9.00 am, Monday 22nd July 2024
Interviews will take place shortly after the closing date.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton 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. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies