



# Candidate Information

## Maintenance Supervisor

March 2024

## The Department

The Head of Maintenance leads this busy department responsible for the routine maintenance and repairs of all buildings on site, and the preparations for functions and events. The Maintenance Supervisor will manage Sutton Valence Preparatory School's maintenance programme, including the monitoring of external contractors and health and safety procedures appertaining to the School's fabric.

## The Role

- Assist the Head of Maintenance in the overall organisation of the Preparatory School Maintenance Department, by working alongside departmental staff;
- Be responsible for the day-to-day organisation of the Department with regard to allocation of tasks and general monitoring of work outputs across the whole School site, including residential accommodation and the transport fleet.;
- Review and maintain appropriate records in respect of statutory inspections i.e. fire risk assessments, fixed wiring tests, PAT tests, room surveys & School drivers;
- Carry out general maintenance repairs;
- Report to the Head of Maintenance on progress of tasks, outstanding repairs and on areas of concern, whether with in-house staff or contractors;
- Monitor fire alarm systems, maintain logs and recommend improvements as appropriate.;
- Ensure the observance of a safe working environment, safe storage and accessibility of equipment and materials;
- Contribute to the assessment, monitoring and review of safety procedures;
- Assist the Head of Maintenance in ordering of supplies and materials;
- Recommend to the Head of Maintenance efficient schedules of work and best practice;
- Carry out unlocking of School buildings;
- Attend call outs to alarms in School properties, calling out relevant emergency services to deal with problems when required;
- Participate in the School's appraisal programme for support staff.

- Attend meetings and training courses as required.
- Ensure effective monitoring of external contractors and any Sutton Valence School staff allocated to SVPS.

The ideal candidate for this post will be someone who really enjoys a busy environment, is hardworking, a team player, can deal with many different people, thrives on responding to changing priorities, takes pride in giving good customer service and has a positive 'can do' attitude. Applicants are likely to have a good understanding of general maintenance duties, some experience of working within a similar position and an understanding of Health and Safety and COSHH regulations. Applicants are required to hold a clean and current driving licence. Being qualified in one or more of the main building trades would be a distinct advantage.

The hours of work are 7.30am – 4.30pm Monday to Friday. There will need to be flexibility with hours to accommodate either earlier starts or later finishes to suit operational needs. The salary is circa £26,000 per annum. The annual holiday entitlement is five weeks, in addition to statutory public holidays.



## Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Covering letters should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). We also have very active accounts on Facebook, Twitter and Instagram.

To apply please complete the [application and monitoring form](#) and email it with a covering letter to [hradmin@svs.org.uk](mailto:hradmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

**Closing date:** Friday 9th February 2024

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

*Sutton Valence School is an equal opportunities employer.*

*Please note: we reserve the right to appoint prior to the closing date.*



## The School

Sutton Valence Preparatory School is an independent 2 – 11 years, co-educational, day school located on the outskirts of the village of Chart Sutton just a few miles from Maidstone. It is a happy and caring school where the children are supported to reach their potential, and they achieve impressively in both academic and co-curricular activities.

We pride ourselves on providing outstanding learning opportunities for all children. Well-qualified, dedicated and experienced teaching staff deliver a vibrant, diverse and challenging curriculum, favourable staff:pupil ratios and superb facilities enable the children to make excellent academic progress.

The School's roll is currently around 292 and the Head is a member of the IAPS. Typically, there are two classes per year group from Reception onwards. The majority of pupils proceed to Sutton Valence School or local grammar schools.

SVPS provide opportunities for children to develop and flourish in each of the four areas that SVPS holds dear: Academic, Enrichment, Community and Leadership and Service. At the same time, the School is acutely aware that childhood is something to be treasured and children are encouraged to enjoy the many magic moments that are a part of daily life at SVPS.

Our excellent facilities, as well as those of our Senior School, and the passionate teaching delivered by our staff ensures the children develop their musical, sporting and drama skills and fulfil their potential in these key areas. So that every child is able to find their 'thing', our wide and varied clubs and activities programme encourages our children to enrich their lives, both now and in the future, by exploring interests outside the normal school curriculum.

## Vision, Mission and Ethos

### Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident, civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

**Our Mission** is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

### Ethos

A community where each cares for all and individuality is cherished.

Sutton Valence School is an equal opportunities employer.

# Benefits to Working at SVS

## Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes fourteen per cent.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

## School Meals

All staff are provided with excellent lunches with no charge.



# Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work.

## Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.



**Sutton Valence School**

North Street

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Kent ME17 3HL

[www.svs.org.uk](http://www.svs.org.uk)

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