



Under the direction of the Bursar, the School Repair/Maintenance Person will assist with a range of duties. They will undertake a range of minor repair/maintenance tasks including painting/decorating, joinery, plumbing and internal glazing duties throughout the School premises. They will assist and work with any external contractors appointed for more substantial work throughout the school. They might also assist from time to time, in helping the dedicated janitors with a range of general janitorial and portering duties throughout the school.

Wellington School is the only independent school in Ayrshire and the school roll is currently in the region of 530 (Nursery – S6). Year groups in the Senior School typically consist of approximately 50 pupils and most remain in the school until the end of S6. Pupils achieve outstanding results at all levels and the 'A' grade pass rate at Higher and Advanced Higher make Wellington one of the top performing schools in Scotland. The school currently employs approximately 90 members of staff, teaching and non-teaching.

Main responsibilities:

- To undertake repair and maintenance duties as directed by the Bursar and the ideal candidate would be able to offer expertise in most or all of the following areas:

Joinery

First line maintenance of fixtures and fittings, repairs to door handles/locks, minor repairs as a temporary measure after break-ins, vandalism etc.

Painting and Decorating

As required.

Plumbing

Un-blocking sinks, traps and waste pipes as required.

Internal Glazing

Remedial action after break-ins, for example boarding up of broken windows.

Electrical

Simple maintenance tasks.

Boilers

Ensuring all remain in good working order.

- To be responsible for maintaining the security of the premises and its contents in accordance with the School's current requirements; opening and locking up of the school, including lights and internal doors; setting and responding to alarms and/or call-outs.
- To clean light fittings and to test lighting systems on a regular basis replacing where necessary minor parts such as tubes, bulbs, fuses starters and diffusers, in accordance with safe working practices.
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
- To ensure that gullies, drains etc. are kept free from debris and that the School and grounds are litter free.
- To be responsible for ensuring clear and safe pedestrian access to the School, particularly in adverse weather conditions (e.g. clearing snow, gritting etc.)



- To undertake portage tasks as required around the school, including setting up and clearing away furniture after concerts, assemblies, parent evenings etc.
- To drive minibuses e.g. for transfer of pupils and deliveries/pick-ups from local suppliers/contractors/banks, etc within the local area.
- To monitor stock levels of consumable items such as grit, light, bulbs/tubes and arrange to replenish supplies as required.
- To maintain appropriate records including timesheets, overtime sheets, requisitions, intruder alarm logbook, repair orders, heating system records book and carry out meter readings for the School.
- To report emergencies in the case of faults with gas, electric and water supply to the Bursar, or where not immediately available technical services or regular contractors, and report minor faults on site to the Bursar.
- To attend to, where necessary, personnel visiting the site such as contractors.
- To assist with emergency cleaning of the School premises, when required, including the removal of graffiti.
- To assist with any pre-planned major cleaning tasks such as the stripping, resealing and polishing of floors, washing of walls and cleaning of furniture during the School holiday periods.
- To comply with the requirements of Health and Safety, other relevant legislation and School policies and carry out fire alarm tests, and assist with evacuation procedures.
- To carry out any other reasonable duties as directed by the Bursar.

The Salary is negotiable, based on experience, but is likely to be in the region of £20K.

Applicants should complete the school's Job Application Form and provide a covering letter, both of which should be sent by email to vacancies@wellingtonschool.org. A CV is optional and may also be included. Interviews will be held in January. If you have further questions about the post, please contact the Bursar dkennedy@wellingtonschool.org or phone 01292 269321.

The closing date for applications is Friday 15th of December.