**Appointment of a Maintenance Manager**

Applications are invited for the post of Maintenance Manger. The successful candidate will be a committed and trustworthy individual, and will be an important member of a crucial, hard-working and supportive team.

Exeter Cathedral School is an independent school for boys and girls aged 3 to 13. The School has day pupils and a small number of boarders, and it is proud to educate the Choristers of Exeter Cathedral. The School was founded over 900 years ago and enjoys a fine reputation. Further information about the School can be found at: [www.exetercathedralschool.co.uk](http://www.exetercathedralschool.co.uk)

Details of the post are given below, and applications should be made by sending an application form (available on the School’s website) and a brief letter (addressed to the Headmaster) to Mr Steven Webber, Director of Finance & Operations, s.webber@exetercs.org

Deadline for applications: 12 noon on Friday 17 July 2025

Interviews will take place during the week commencing 20 July 2025

(The School may interview and appoint at any time.)

**Job title:** Maintenance Manager

**Start Date:** 1st September 2025

**Reporting to:** the Director of Finance & Operations (DFO)

**Contract:** full-time, permanent, probationary period of 1 year

**Hours of work:** 07h00–16h00 Monday–Friday during term; 08h00–15h00 Monday–Friday during school holidays.

**Salary:** £29,000

**Benefits:** 5.6 weeks holiday by agreement (taken during school holiday periods) excluding Bank Holidays, pension contribution scheme, 30-minute lunch break (unpaid) with a range of lunch options (hot and cold) provided during term time, tea/coffee/snacks during term time, parking, uniform, possibility of additional hours

**Person Specification**

**Qualifications:**

Educated to secondary school level or beyond.

Appropriate maintenance, compliance and health and safety qualifications are desirable but not essential.

**Skills/experience:**

Full UK driving licence (D1 category required)

Experience of caretaking, maintenance, decoration work, gardening

A good level of spoken English and secure reading and writing ability.

Ability to work as part of a team.

Ability to work without supervision and to prioritise workload.

Physically fit to meet the demands of manual work

Positive attitude, flexible

**Job Description**

Responsibilities and duties which fall into the remit of the post-holder include:

Carrying out daily site checks for safety and cleanliness

Addressing any faults reported, e.g., plumbing, drainage, electrical, IT, locks, glazing etc.

Carrying out maintenance/decoration work as directed by the DFO, including holiday project works.

Ensuring that light bulbs are changed and helping to ensure the visual appeal of all areas of the School.

Setting up and taking down (and storage) of chairs and other required furniture (desks, projector, screen, display boards etc.) before and after School functions and events, whether on or off site

Responding to any urgent domestic matters which may arise.

Being vigilant about health and safety matters around the site, reporting any concerns immediately to the Head or DFO

Carrying out weekly and monthly health and safety checks on:

* Fire alarms, emergency lights and escape routes.
* Legionella and shower head cleaning
* Asbestos register
* Carbon dioxide monitoring
* Arranging the 6/12 monthly fire servicing schedules and any rectification work arising
* Arranging annual PAT testing and actioning any failures
* Arranging the five yearly hard wire testing and any rectification arising
* Assisting with Fire Marshall duties

Managing the School’s fleet of vehicles, including:

* weekly checks for minibus cleanliness
* Refueling as required
* Planning the safety inspection and MOT for all School vehicles
* Acting as a relief driver (minibus) as required
* Driving a School minibus to collect pupils using the School Bus Service each morning (Monday–Friday during term time only)
* Assisting with the transporting of items between the school sites (including the Cathedral and its buildings) (all within easy walking distance), and to/from the sports venues/other facilities used by the School.

Site management including:

* Sweeping doorways, playgrounds and pathways to keep them clear from debris and leaves at all times.

in and around the School sites

* Upkeep of the School’s grassed/planted spaces (including the outdoor classroom, the approaches, the playgrounds, the courtyard areas, the public-facing Headmaster’s garden, including trimming hedges, pruning bushes, planting and tending to flowerbeds and plants.
* Ensuring that the School grounds are visually attractive and well presented at all times.
* Preparing for, and responding to, inclement weather
* Arranging the annual tree survey and any necessary surgery identified.

School site security including:

* Unlocking/locking the School
* Arranging inspection of the intruder alarm in the nursery

Responsible for the operation of all boilers including:

* Arranging the annual boiler and gas safe inspections
* Planning the British engineering boiler and oven inspections

Overseeing the removal and collection of rubbish

Managing the waste and recycling bins

Arranging for pest control and sanitary services

Supervising visiting contractors as required

Reporting any concerns about the safety or wellbeing of children to the DFO and the School’s Designated Safeguarding Lead without delay

Undertaking any other duties and tasks as may be reasonably requested by the Headmaster or DFO

**Safeguarding:**

ECS is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening appropriate to the post, including reference checks with current and previous employers, a declaration regarding Disqualification from Childcare and use of the Disclosure and Barring Service (DBS). If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

**Criminal records:**

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster or the Director of Finance & Operations. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or the Director of Finance & Operations for advice.

**Equal opportunities:**

Exeter Cathedral School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.