



# SHEBBEAR COLLEGE

## Maintenance Technician

**To start: As soon as possible**

We are looking to appoint a highly motivated colleague to join our Maintenance Team. The Maintenance Technician will be assigned daily and weekly tasks by the Line Manger – Head of Maintenance.

Specific tasks will include general site security checks, portering tasks, setting out for events, fleet admin including driving, basic maintenance tasks, H&S checks and to support the trades when required.

The position of Maintenance Technician necessitates a good level of physical fitness due to the diverse and physically demanding, fast paced nature of the job responsibilities such as lifting and moving heavy objects. You will spend extended periods on your feet, navigating various areas of the School site and grounds.

The successful candidate will be able to demonstrate excellent organisational skills, excellent attention to detail and prioritisation of work. Have strong communication skills and be able to work effectively as part of our Team. Previous experience in a similar role would be desirable but is not essential.

This is a full time position - 40 hours per week, 8am to 5pm, 52 weeks of the year with 5.6 weeks being holiday. Flexibility for early starts/late finishes and the occasional weekend working for certain events during the year will be required with advance notice being given.

Additional responsibilities for driving may be available for the right candidate.

Shebbear College is a small independent day and boarding school of around 300 pupils, for boys and girls aged from 4 – 18. Set in 85-acres of countryside between Dartmoor and Exmoor, it is an idyllic location in which to work. Class sizes are smaller than average throughout the school and we pride ourselves on knowing every pupil as an individual, recognising their potential and helping them to achieve their best, whatever that may be. This is what makes us special and stands us apart from other schools.

## **BENEFITS OF SERVICE**

- Working in a small friendly school in a stunning rural location
- Salary starting from £23,800 and dependent on qualifications and experience
- Free lunch and refreshments during term-time
- Free onsite parking
- Health and Wellbeing Centre on site during term time
- Use of school sports facilities
- Uniform provided

## **APPLICATION PROCESS**

All applicants must complete the Shebbear College application form which is available on the School website (please ensure that your referees include your current or most recent employer and we do not accept CVs). The completed application form, a covering letter (one side of A4) and equal opportunities form should be sent via email (preferably) to the HR Department [hr@shebbearcollege.co.uk](mailto:hr@shebbearcollege.co.uk) or by post to:

HR Department  
Shebbear College  
Shebbear  
Devon  
EX21 5HJ

Further details about the School and an Application Form, Equal Opportunities Form, Job Description and Person Specification are available at [www.shebbearcollege.co.uk/jobs](http://www.shebbearcollege.co.uk/jobs)

No agencies please.

**Closing Date: Monday 22<sup>nd</sup> July at 9am**

Early applications are encouraged and Shebbear College reserves the right to close the recruitment process earlier than advertised, should a high volume of suitable applications be received.

PLEASE NOTE: Shebbear College is committed to safeguarding and promoting the welfare of children, young adults and expects all staff to share this commitment including regular training attendance.

The successful applicant will be offered the post subject to receipt of satisfactory written references, proof of appropriate qualifications, Health questionnaire, a check of online search engines and websites of publicly available information that does not identify the applicant as potentially unsuitable to work within a school setting, proof of identity, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service, an overseas police check if required and confirmation of the right to work in the UK. Please refer to the Recruitment Selection and Disclosures Policy and Procedure on the school website.