



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

MAINTENANCE
OPERATIVE
PERMANENT, FULL TIME
IMMEDIATE START



WWW.STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are currently 2-18 independent co-educational day and boarding school which fosters a family atmosphere, values the individual and offers a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and is equally proud of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Maintenance Operative
TYPE OF POST	Full time (Permanent) - 40 hours per week
START DATE	Immediate Start
GRADE	Pay Range - £27, 065.47 - £28, 329.60
ON-CALL & ACCOMMODATION	On-site accommodation, provided rent-free, with no additional on-call retainer payable; or An on-call retainer allowance of £2,100 per annum, paid monthly in addition to salary, for candidates who choose not to take on-site accommodation.
HOLIDAY	5 weeks

POST & DEPARTMENT

Advert	<p>St Edmund's School, Canterbury is a vibrant and forward-thinking independent school with a strong commitment to providing a safe, welcoming and well-maintained environment in which pupils can learn and thrive. We are proud of our rich heritage and extensive estate, which plays a vital role in supporting the school's educational provision and community life.</p> <p>The school values high standards, teamwork and a proactive approach to maintenance and site care. Our buildings, grounds and facilities are integral to pupil wellbeing and the smooth running of the school, and we are committed to maintaining them to a high standard while embracing modern methods and technologies where appropriate.</p>
Role	<p>We are seeking a reliable and proactive Maintenance Operative to support the day-to-day upkeep and presentation of the school's estate. This is an important operational role, helping to ensure that buildings, grounds, gardens and facilities are maintained to a high standard, supporting the school's commitment to providing a safe and positive environment for pupils, staff and visitors.</p> <p>The postholder will carry out a range of general maintenance and repair tasks, working closely with the Estates team to respond to routine and reactive maintenance needs. They will follow established health and safety procedures, ensuring all work is carried out in line with statutory requirements and best practice.</p>

THE ROLE

KEY RESPONSIBILITIES

- Carry out proactive and reactive maintenance tasks across the site, including minor and routine works in plumbing, carpentry, decorating, plastering, and general repairs.
- Complete maintenance tasks raised through the school's docket/ticket system, ensuring accurate records are maintained.
- Participate in planned maintenance, refurbishment, and improvement projects.
- Ensure all working areas are left clean, tidy, and safe upon completion of tasks.
- Use tools, equipment, materials, and PPE correctly and in accordance with legislation and instructions.
- Ensure daily health and safety standards are maintained across the site.
- Carry out periodic testing and checks, including fire alarm testing and PAT testing as required.
- Identify, report, and escalate hazards or risks to the Estates Manager.
- Secure the site at the end of the day on a rota basis.
- Provide emergency on-call cover on a rota basis.
- Escort contractors and visitors around the site as required.
- Maintain paths, drives, entrances, and hard surfaces, including snow and ice clearance.
- Maintain drainage systems, including gullies, guttering, and manholes.
- Provide basic on-site support for heating systems, boilers, lighting, security alarms, and fire detection systems.
- Assemble and dismantle towers or scaffolding where trained and authorised.
- Coordinate and supervise on-site contractors, reporting concerns to the Estates Manager.
- Maintain records, logs, and documentation, including completion of maintenance tickets.
- Attend required training sessions and comply with all school policies, including safeguarding and data protection.
- Collect materials from local suppliers.
- Undertake any other reasonable duties as directed by the Estates Manager.

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none">• Full clean driving licence	<ul style="list-style-type: none">• Level 2 Certificate in Property, Caretaking and Facilities Services (or equivalent).• PASMA Certificate of Competence (or equivalent).• IPAF 3a & 3b (or equivalent).• Other relevant industry-related qualifications or certifications.
EXPERIENCE	<ul style="list-style-type: none">• Experience working in building maintenance and site security.	<ul style="list-style-type: none">• Previous experience working within a school or similar educational environment.
SKILLS & ABILITIES	<ul style="list-style-type: none">• Practical skills across a range of routine and basic general maintenance tasks.• Ability to work safely at height.• Ability to climb stairs and ladders and access lofts and other confined spaces.• Well organised with the ability to plan and prioritise own workload.• Reliable, responsible, and trustworthy.• Ability to work independently and as part of a team.• Ability to follow instructions and work with minimal supervision.	<ul style="list-style-type: none">• Good working knowledge of a broad range of general building maintenance activities.

PERSON SPECIFICATIONS

CONTINUED

	ESSENTIAL	DESIRABLE
KNOWLEDGE	<ul style="list-style-type: none">• Good command of the English language, both written and verbal.• Ability to read and understand written instructions, procedures, and safety information.• Basic understanding of health and safety requirements relevant to the role.• Awareness of the general operational needs of a school environment.	<ul style="list-style-type: none">• Familiarity with school-based health and safety procedures and compliance requirements
BEHAVIOURS	<ul style="list-style-type: none">• Calm and measured approach, particularly in emergency situations.• Flexible and adaptable in response to changing priorities and operational needs.• Professional approach to security, confidentiality, and safeguarding.•	<ul style="list-style-type: none">• Experience of working within a multi-disciplinary estates or facilities team.

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme.

The school may be able to offer on-site accommodation at a subsidised rent, subject to availability. This can be a valuable benefit for eligible roles and is intended to support staff by providing convenient access to the school site. Further details will be provided to shortlisted candidates.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application **9.00am Tuesday 17th February 2026**. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

