



Part-Time Maintenance Team Operative

7.30am - 4.45pm, two days per week.

Reporting to: The Facilities Manager

About Cokethorpe School

Cokethorpe is an HMC and IAPS, independent day school providing a liberal education to boys and girls from the age of four to eighteen. Situated in 150 acres of beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a firm belief in the principles of a liberal education, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their learning. The School benefits from its own golf course, climbing wall, shooting ranges, bushcraft area, two astroturf pitches and multiple sports pitches around the site.

Purpose

Cokethorpe School is seeking a proactive and skilled Property Maintenance Operative to work two days per week, supporting the Facilities Manager. You will help ensure our facilities are safe, functional, and beautifully maintained. In this hands-on role, you will tackle a range of tasks from room set up, reactive repairs and ongoing maintenance, as well as delivering in-house projects that minimise our reliance on external contractors.

Key Responsibilities

- **Building Maintenance:** Perform repairs and improvements to the building's structure, services, and fixtures. This includes carpentry, plumbing, and could involve plastering, painting, decorating, and welding
- **Event Setup:** Support the set up for School events and functions, ensuring smooth execution
- **Outdoor Work:** Maintain and improve external areas on the school site with tasks like sewage maintenance, groundwork, minor brickwork, drain cleaning, and fencing
- **Preventative Maintenance:** Prioritising and carrying out planned preventative maintenance to keep the facilities in prime condition

- **Emergency Repairs:** Be ready to undertake quick and effective emergency repairs minimising disruptions
- **Project Work:** Contribute to larger-scale projects, such as classroom conversions and site improvements.

Security

- Help maintain the security of the site and its contents
- Join the on-call duty team for occasional evening and weekend responsibilities
- Support the development and installation of school security systems.

Health and Safety

- Work closely with the Facilities Manager to ensure compliance with all Health and Safety regulations
- Take ownership of your own safety and the safety of others in the workplace
- Collaborate with the School to uphold Health and Safety standards.

Transport

- Drive a school minibus when required.

General

- Work closely with staff and departments to support the school's needs
- Commit to safeguarding and promoting student welfare, in line with the school's Child Protection Policy
- Uphold British values in all duties
- Maintain confidentiality at all times.

This is a dynamic and fast-paced role that will evolve based on the school's needs. You may be asked to undertake additional tasks within the scope of your responsibilities.

Person Specification

Essential

- A solid general education and relevant experience in maintenance and repair work, particularly carpentry
- High standards of workmanship, initiative and ability to complete tasks efficiently whether working individually or as part of a team
- A proactive and collaborative attitude, with the ability to engage positively and professionally with all stakeholders
- Basic knowledge of Health and Safety practices, with a commitment to ensuring a safe environment

- First aid trained, or willing to undergo training
- Physically fit and capable of performing the duties required
- Willingness to join the lock-up rota after the probation period, based on experience
- Flexibility to work occasional evenings and weekends as needed.

Desirable

- Previous experience of working in a school or facilities management team
- A full, valid driving license, with the ability and willingness to drive school vehicles, including on school bus routes.

Benefits

- Generous pay scale
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Cycle to work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Staff Room Refreshments during term time
- Free use of the School's Coffee Shop in association with UE Coffee Roasters
- Free parking on site
- A number of subsidised social events organised by the Common Room Committee
- Annual Flu Vaccination.

Appointment of Staff

To apply

For an informal discussion regarding the position available please call Mr Keith Bowsher, Facilities Manager on 01993 892344 (kb@cokethorpe.org.uk).

To be considered, please complete the official Cokethorpe School application form and submit it along with a covering letter addressed to the Bursar, Mrs Harriet Stapleton, to Mrs Sophie Crossley, Head of Human Resources, Cokethorpe School, Witney, Oxon OX29 7PU or by email to recruitment@cokethorpe.org. Application forms can be sent to applicants by post on request or can be downloaded from the School website www.cokethorpe.org. Please email recruitment@cokethorpe.org with your name and address and the position you are interested in or call the school office on 01993 703921.

Deadline for applications: Midday on Friday 25 April 2025. Early applications are encouraged.

Interview Date: w/c 28 April 2025. Interviews may take place before the closing date for suitable candidates.

Hours: This is a part-time position, working two days per week 7.30am to 4.45pm with an hour for lunch. This is a total of 16.5 hours per week, all year round.

Salary: £11,200 – £13,196 per annum (pro rata), depending on experience (£28,000 – £33,000 per annum FTE).

Appointment Date: as soon as possible.

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Management Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff. Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.