

## Post: Estates Technician - Stone Mason

Reporting to:

1. The Estates Manager

### Prior Park Schools

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

### Purpose of the Role

The Estates Technician Stone Mason will play an important part in the maintenance of the Prior Park College and Paragon buildings and in the day-to-day life of the schools

### Contacts

The Estates Technician Stone Mason can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Contact with the external stakeholders is of particular importance.

### The Role

Working as part of the Estates team and reporting to the Estates Manager, through the Deputy Estates manager, the Estates Technician Stone Mason will play an important part in the maintenance of the Prior Park College and Paragon buildings and in the day-to-day life of the schools. The post holder would be joining a team which includes skilled plumbers and carpenters and electrician. All staff need to be flexible in their approach to their work which will include using their particular skills to maintain our buildings, but will, from time to time, also involve supporting the wider estates team in routine works and tasks to support the smooth running of the schools. This is a manual job with variable amounts of manual handling and outdoor work throughout the year. The post holder must hold a full, clean driving license.

The main areas of responsibility are:

- Assist with the maintenance of the College, The Paragon and a small number of stone-built residential properties.
- To carry out repairs to the Bath stone walls (ashlar, faced and random stone), setting of carved stonework, repointing, general building masonry, relaying of hard

standings, paths and steps, cleaning of stonework using manual and mechanical cleaning equipment (DOFF/Thermatech)

- Provide training to junior staff and apprentices in the estates team in stone masonry and historic building maintenance, assisted by the local apprenticeship college
- Help to provide an efficient general maintenance support service for the teaching and boarding staff, and for the various functions and activities carried on in school.
- Use the Estates helpdesk system for fault reporting and the tracking of rectification work.
- From time to time, helping the estates team with other duties including room set-up for exams and functions; collection and delivery of parcels and stock, and helping with car parking at occasional events and functions throughout the year.
- Ensure that the school's Health and Safety policies and procedures for the Maintenance Department are followed and adopt safe working practices.
- Assist with ensuring the security of all members of the school community, its buildings and property.
- Responding to emergency callouts (this happens rarely).
- Any other general duties which fall within the employee's capabilities, and which may reasonably be required by the Estate Manager to assist with the smooth operation of the school and Estates Department.
- Be prepared to work overtime on occasions when workloads of school occasions require.

## Line Management

The Estates Technician Stone Mason has no direct line management responsibilities.

*The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.*

*JD reviewed January 2022*

## Professional Specification and Personal Attributes

- Ability to work unsupervised and as a member of a team
- Proven track record of stone and general masonry work (stone masonry qualification desired)
- Excellent communication skills
- Organised, smart and personable
- Ability to prioritise and organise work commitments
- Ability to follow work routines and instructions
- Full clean driving licence
- Knowledge and understanding of Health and Safety regulations and safe working practices
- Awareness of the responsibilities of working in an environment with young people

The post holder must have a high level of personal integrity and honesty with a good sense of humour.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

## Child Protection

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All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## Data Protection

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In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

## Special Working Conditions

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Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the Estates Technician Stone Mason can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

Support for evening and weekend events may be required in agreement with the Estates Manager for which time off in lieu (TOIL) or paid overtime will be given.

In addition to the normal bank and public holidays, the post holder shall be entitled to an additional 25 days paid holiday, pro-rata according to contract, if applicable.