



Post: Resident Security & Maintenance Technician

Reporting to: 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.

The Role

Reporting to the Estates Manager, the post holder works as part of the Estates Department looking after the buildings, grounds and the community of both Prior Park College and The Paragon Junior School. Our schools' estates operate throughout the year both in terms times with school activities and during published school holidays with external lettings.

The role is designed to ensure that during their working hours the post holder will act as the "responsible person" living onsite to respond to a range of incidents and emergencies that require an immediate response from a member of the Estates Team.

The post holder must be a skilled maintenance operative with good experience across all maintenance trades, particularly plumbing, heating, carpentry and data networks, together with a good understanding of domestic and commercial electrical systems.

Principal Duties:

The principal duties of the role are listed below. Some tasks are carried out as part of a team.

- Responsible for assisting the Estates Manager with the general security and safety of both school estates, including locking-up (incl. the evening lock-up at both schools), turning off lights/electrical appliances and closing windows and padlocking all entry/exit gates.
- You will be a principal point of contact for any site incident involving the emergency services or other call-out from school staff relating to any incident.
- The post holder will be the principal responder for all out of hours emergency maintenance call-out for both schools and all residential properties owned/managed by Prior Park Educational Trust (Out of Hours callouts are relatively infrequent).
- You will be responsible for monitoring and checking the CCTV system for both schools when incidents are reported on site and you will manage access to the sites during evenings and weekends (as required).
- You will undertake a full range of maintenance, repair and refurbishment work as part of the Estates Maintenance Team during the day-time working hours. You will assist with the maintenance, operation and cleaning of the swimming pool complex, which will involve the testing and management of pool water quality.
- You will be expected to assist the Maintenance Team with the setting out and re-organising of furniture for exams, parents' evenings, meetings and assisting with arrangements for school events and outside functions.
- Where necessary, assisting the maintenance and domestic services teams with distributing parcels, stores and laundry around the schools, together with helping to ensure the orderly disposal of the schools' rubbish and recycling, including keeping the bin and recycling areas clean and tidy.
- Working as part of the maintenance team to assist in the routine clearing of gutters, drains and blocked pipework, together with checking and topping up water softeners.
- Follow the schools' Health and Safety policies and procedures and adopt safe working practices.
- Assist with the maintenance of the College and Paragon buildings.
- Help to provide an efficient maintenance support service for the teaching and boarding staff, and for the various functions and activities carried on in school.

- Carry out plumbing, carpentry, decoration and other light building duties as required and as your skills permit.
- Comply with the helpdesk system for fault reporting and the tracking of rectification work.
- Assisting other on routine operational tasks including setting up rooms for exams/functions, moving parcels and occasionally helping to direct and parking traffic.
- 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 duty which falls within the employee's capability and which may reasonably be required by the Estate Manager to assist with the smooth operation of the maintenance department.
- Be prepared to work overtime on occasions when workloads of school occasions require.

This list is not exhaustive, and the post holder may be expected to undertake other additional, reasonable tasks falling within the capabilities of the role, depending on the needs of the business.

Special Working Conditions

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 Resident Security & Maintenance Technician 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.



The schools are used continuously throughout the year, so this is a full-time role (NOT term time only) and based on 7 day rolling week. It is expected that the post holder will work 5 days in 7 on a flexible programme, the details of which can be agreed with the Estates Manager. It is important that adequate staff resources are available at the times when they are needed by the school business. Working times will generally be consistent, but a reasonable notice period will be given by the Estates Manager of any changes required, in response to operational demands.

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. 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

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 adhered to at all times. 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.