



Downe House



CANDIDATE INFORMATION PACK – MAINTENANCE & COMPLIANCE SUPERVISOR

Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website, where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes



EMMA MCKENDRICK



About the School

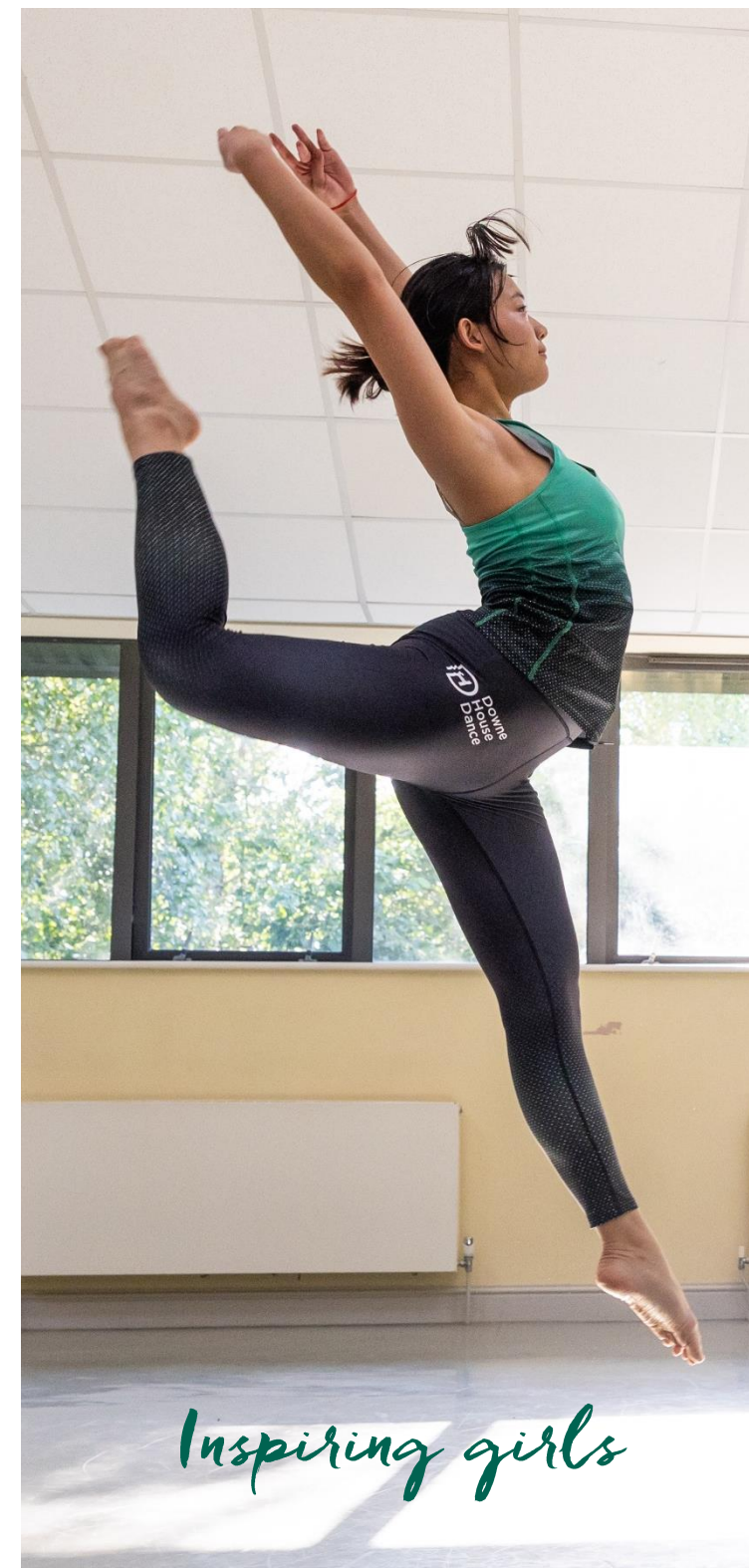
Downe House is one of the UK's leading boarding and day Schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110-acre site in the village of Cold Ash, situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, Downe House lives out the message that "each individual matters", an ethos as strong today as it was over 100 years ago, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. Inspirational teaching, enriching Co-Curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders and they live in one of the twelve on-site boarding houses. The emphasis is very much on creating a 'home from home' environment and each house is staffed by a committed and caring team of staff – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working closely with parents to ensure every girl gets the most out of School life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange program, with our partner school in Australia. Selected pupils can also attend an international School for a short term or gain global internships for work experience. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia as well as our pioneering online DH Academy.




Inspiring girls

Working for us

If you join us, you will be working for one of the leading independent Schools in the country. We have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 450 staff in a wide range of positions ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are rewarding and really do make a difference. We believe in supporting and valuing our staff.



“The School acknowledges the importance of nurturing its staff by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”

Employee benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

annual free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS

annual on-site free vaccinations



EMPLOYEE REFERRAL

£300 for successful referrals to Operational roles



FREE MEALS

daily nutritious & delicious meals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in-house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 110-acre estate

The Position

Maintenance & Compliance Supervisor

Start Date:

Immediate

Contract Type:

Permanent Contract

Hours:

40 hours per week, 5 days out of 7 Monday – Sunday, all year. Shift patterns: 7.00am-3.30pm/ 8am – 4.30pm/ 12pm – 8.30pm.

Salary:

Salary range £40 - £42k per annum

Reporting To:

Head of Maintenance & Facilities

JOB PURPOSE

- Work as a supervisory member of the Estates team providing both a planned and responsive maintenance service, specialising in building maintenance related compliance and health and safety.
- Oversee regulatory and safety compliance within our Estates operations ensuring that all facilities adhere to legal, industry, and internal standards, including health & safety, environmental regulations, and building codes.
- The postholder will work closely with internal teams, contractors, and regulatory bodies to maintain a safe, compliant, and efficient working environment.
- Provide supervisory support to the maintenance team under the guidance of the Head of Maintenance and Facilities (HoMF).
- Educate staff and contractors on compliance requirements, safety protocols, and regulatory changes.
- Have an attitude of continuous improvement: investigating compliance violations, safety incidents, or regulatory breaches, and implementing corrective actions.

DEPARTMENT OVERVIEW

As a leading independent boarding School, we take pride in everything that we do, including ensuring the safety and security of our pupils, staff and school premises.

We are fortunate that our pupils can live and learn in modern, beautiful and natural surroundings. The Estates Department play a big role in maintaining our impressive site and grounds and ensuring that all the facilities are safe, compliant and in good working order.

Our Estates Department consists of approximately 20 members in a range of roles such as Caretakers, Maintenance Operatives, and Groundskeepers. Our busy and committed team carry out the maintenance across our large estate and a range of facilities including classrooms, boarding houses, staff residential accommodation, sports facilities and indoor swimming pool.

We are constantly improving our site and developing our sustainability strategy. With their technical knowledge of facilities management and compliance, the Maintenance & Compliance Supervisor be an integral part of the maintenance of our excellent School premises and facilities.



THE DOWNE HOUSE DNA

The Downe House DNA weaves the fabric that binds our community together as one. These qualities resonate within every Downe House pupil and staff member, epitomising the essence of the education we want to provide our pupils and the culture at Downe House.

- Compassion
- Collaboration
- Resilience
- Creativity
- Aspiration
- Communication
- Outward Looking
- Digital Ready

These are threads that run through everything we do whether you are a Downe House pupil or a member of staff.

Main Duties & Responsibilities

- Assisting the HoMF with managing the department, including the arranging of rotas for all team members.
- Assign reactive requests /job requirements to the team with the support of Estates administration.
- With the HoMF, review completed works to ensure safety, quality and completion.
- Act as a weekend duty manager twice a term for events. This may be on call or require you to be on site, as necessary (between hours of 08:00 to 17:30).
- Supervise contractors on site as necessary and in alignment with safeguarding, and Health and Safety policies. Oversee the management of contractor risk assessments and method statements.
- Oversee the management of the school vehicle fleet (service and repair).
- To work in conjunction with the HoMF, or designated other, to ensure the school's vehicles are all compliant (Road Fund Tax, Insurance and MOT) and are managed in a timely manner.
- Responsible for overseeing the provision of maintenance and installation tasks including but not limited to; emergency lights, PAT, fire alarms and BMS systems including new circuits and relevant certification.
- Ensure all statutory compliance records are up to date and managed in a timely manner.
- Act as the person responsible for holding an accurate key register and acting upon requests for keys as required, ensuring site security is maintained.
- Ensure the School remains compliant both within HSE and ISI guidelines.
- Oversee the School's H&S protocols and policy. Manage the School's H&S portal, ensuring H&S records are kept up to date.
- Issue permits to works as required.
- Help deliver toolbox talks (H&S briefings) to the whole School community.
- Act as the senior point of contact for fire alarm related maintenance when necessary. Act as a Fire Marshall as required.
- Ensure full and accurate Health and Safety training records are maintained for the team
- Work with the HoMF to ensure departmental/site risk assessments are created, reviewed, and issued as required. Oversee maintenance within the school site and accommodation facility in a safe working environment, assessing all Health and Safety issues before work commences and report any hazards identified to the relevant manager.
- Carry out reactive maintenance in accordance with the schools' terms and conditions and provide front line response for all works. Oversee and carry out Planned Preventative Maintenance (PPM) in accordance with the PPM schedule as necessary.
- Help maintain accurate records of breakdowns and maintenance repairs, including records for statutory compliance (fixed wiring testing and reporting).
- Keep a record (Asset Register) of all School managed equipment, including departmental items. Ensure these are maintained in accordance with the manufacturer's guidelines.
- Participate in a team rota when required and working weekends for key events.

“I benefited hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, I concur that is true of their approach to their staff as well.”



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Person Specification

ESSENTIAL

- At least 3-5 years of experience within a similar role.
- Knowledge and experience of health and safety within a complex organisation, ideally with an appropriate relevant professional qualification e.g. IOSH, NEBOSH, IWFEM and CIOB.
- Experience of compliance audits and site inspections and identifying and mitigating risks.
- A background and qualifications within a trade(s) discipline that can be applied more broadly.
- Proficiency in compliance management software and reporting tools.
- Detail orientated and record keeping skills to maintain accurate compliance records.
- Strong leadership skills with the ability to inspire and motivate a large and diverse team.
- Experience of developing and continuously improving others.
- Effective communication and interpersonal skills able to develop supportive relationships with colleagues and external partners.
- Extensive experience of leading and managing multi trade disciplines.
- A proven track record in vendor & contractor oversight.

- Ability to prioritise work, reach tight deadlines and ensure that all works are carried out to the highest possible standards, on time and in cost.
- Knowledge of Health and Safety legislation and its application.
- Experience with MS Office (Outlook, Word, Excel, Teams).
- Confident communicator to provide clear H&S briefings to the wider School community.
- Hold a current driving licence [and willing to be D1 trained?]

DESIRABLE

- A diploma in the relevant profession(s).
- Previous experience in a similar role within a boarding school or residential environment.

How to apply

Application:

Download an application form from our website [Vacancies - Downe House School](#). It is important that all sections of the application form are completed accounting for any gaps in employment and providing full details of your education.

Return the completed Application Form, together with a covering letter and / CV if you wish, to recruitment@downehouse.net.

If you require any further information, please contact the HR Department on 01635 204712.



Inspiring girls



Downe House

Downe House
Cold Ash, Thatcham
Berkshire, RG18 9JJ

www.downehouse.net

