Information Pack

Maintenance Supervisor

To start as soon as possible

Closing Date:
Midday, Monday 20th November 2023

Interview Date:
Week commencing 27th November 2023
Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent News will give you an impression of our school.

Thank you for your interest.
The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country’s leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and to serve.

The school will celebrate its 550th anniversary in 2030. The current generation of MCS staff and pupils wish to ensure that we shape a School that is able to flourish for at least another half millennium, and hopefully many more beyond. There are around 980 pupils, boys 7-18 and Sixth Form Girls, and 200 staff who learn and work on the school’s central Oxford site.

The Role

The school is seeking to appoint a Maintenance Team Supervisor to ensure the maintenance team operates effectively in its wide and varied duties which enable the smooth running of the school. The scope of work includes portering, maintenance, building services and Health & Safety.

We are looking for someone with leadership flair, who can establish a strong ethos of service within our small and friendly team of six maintenance staff.
Duties of the role will include, but not be restricted to:

General Responsibilities

- Supervise and lead the existing team
- Effective time-management and forward planning to utilise the team and resources.
- Support and improve our planned maintenance procedures for all electrical, mechanical and building elements.
- Oversee external contractors’ work.
- Manage the portering service; setting up rooms for internal and external functions, including occasional evening and weekend work.
- Participate in an on-call rota and act as a point of contact for emergency out-of-hours situations.
- Assist in the undertaking of annual appraisals and making recommendations to the Maintenance and Operations Manager on training, as appropriate.
- Conduct regular team briefing meetings to include topics such as PPE, Risk Assessments, Sickness & Absence, Performance Management and workloads.
- Actively contributing to the continuous improvement process and the development of a quality culture.
- Support and cover for other colleagues whilst they are absent and undertaking other tasks and projects as directed by the Maintenance and Operations Manager/School Surveyor.
- Provide directions to the in-house team so that rooms and spaces are set up with minimal disruption to school timetables.
- Supervise distribution of post/papers and other goods delivered to the School for numerous departments.
- Assess all maintenance requests and minor works. This will include on-site defect investigations, resolving building and engineering problems and recommending solutions.
• Assist the Maintenance and Operations Manager in the planning of all routine and regular maintenance tasks and subsequently allocating in-house team resources via the School’s Maintenance Helpdesk system.

• Assist in maintaining a register and recording all routine and scheduled maintenance tasks undertaken at the School and the ‘booking-in’ of appropriate trades and contract staff when required.

Minor Projects

• In conjunction with the Maintenance and Operations Manager, project-manage the in-house projects, ensuring that high standards of work are achieved and that these projects complete on time and within budget. Coordinate trades, including I.T installations, to provide a “turn-key” solution.

Health & Safety

• Ensuring that adequate and legislative compliant procedures are carried out (e.g. boiler maintenance, lift maintenance, fire alarm tests, PAT testing, legionella checks etc.) and in accordance with approved and best practice principles, to ensure that the School is compliant at all times.

• Arranging and carrying out regular inspections of premises, plant, equipment and machinery, to identify unsafe working conditions, practises and procedures.

• Assist in managing a contractor’s permit-to-work system and ensuring that all visiting contractors on site are recorded and accompanied, as appropriate, during School hours.
• Ensuring that ‘Hot Works’ certificates are issued as and when appropriate and works inspected on completion.

• Aid the Maintenance and Operations Manager in ensuring that risk assessments are carried out for all works and that appropriate Personal Protective Equipment is used.

Energy Management

• Monitoring and maintaining a register of the monthly consumption of water/sewage, gas and electricity at the School.

• Assist the Maintenance and Operations Manager in implementing a system of regular maintenance checks and cleaning to ensure that the various systems are working efficiently.

The Candidate

The ideal Maintenance Supervisor will have the following skills and experience:

• Experience in managing people is desirable, but not essential. However, we are looking for someone with the appetite to be a leader

• Demonstratable ability to lead and motivate a team with encouragement and support in various maintenance and logistical tasks

• Show willingness to listen, adapt and build on the “one-team” ethos

• Support and encourage the development of new skills within the team, as appropriate

• Demonstrate a positive can-do attitude along with problem solving skills

• Excellent communication and interpersonal skills

• An ability to remain calm and courteous towards all pupils, staff, and visitors

• Demonstrable building or engineering experience

• A good working knowledge of health & safety, risk assessments and safe working
• Good working knowledge of the following:
  o Planned preventative and reactive maintenance regimes
  o Statutory compliance relating to all building elements and engineering services
• Good time management
• Ability to work to deadlines and deliver high quality outcomes
• Computer literate
• Experience gained within an educational environment is desirable, but not essential

We are looking for a team player with a positive, cheerful attitude and a willingness to become involved in the life of the school. Given that occasional weekend work will be required, a flexible approach to work is desirable. Please note that a full, clean driving license is an essential requirement of this role.

Application Process

Candidates should submit the following two documents to the HR Administrator, Miss Yelena Molcanova (recruitment@mcsoxford.org), which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access Click here.

1. “MCS Application Form for Teaching and Support Staff” Form
2. CV (Curriculum Vitae)

All documentation should be sent no later than Monday 20th November, at midday; early applications are highly encouraged. Any applicants who submit just a CV will be automatically rejected. The school’s preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.
We anticipate holding interviews the week commencing 27th **November**. We will be in contact with shortlisted candidates by telephone. Please be aware that all shortlisted candidates will be requested to complete a “Self-Disclosure” form before attending their interview.

**Equal Opportunities**

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

**Safeguarding Policy**

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school’s pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s). This role will be in regulated activity and will require a children’s barred list check as well as an enhanced DBS check. The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.
Remuneration and other benefits

The employment terms are full-time, Monday-Friday, 08:00-17:00 with one hour (unpaid) lunch, some weekend and evening work as required, for which additional payments will be made. This is a permanent post. The salary will be circa £34,000 per annum.

Non-teaching staff are automatically enrolled in the school’s contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford’s Rosenblatt Swimming Pool. Tennis courts are available, and there is a comprehensive programme of staff sports clubs, including football, climbing, yoga, Pilates, and badminton. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions. Staff socials, guest nights and Master’s Drinks are regular features of each term.

School fee remission for the children of permanent staff who pass entrance tests for the school is currently 50%. Headington Girls’ School currently allows full-time permanent staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over).

There is a wide range of benefits on offer to staff, including a free lunch during term time and school holidays for all year-round staff, free private health insurance, free mortgage advice, complimentary use of school sports facilities as well as free entry into Oxford Botanical Gardens. Head to mcsoxford.org/vacancies to find out more.
Additional Information

Please note that MCS is an inner-city school, with limited parking. Staff are encouraged to use public transport wherever possible for their journey to work or take advantage of the cycle to work scheme or Travel Loans available.

If you have any questions or require additional information, please contact the HR office: 01865 253401.