



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## JOB DESCRIPTION

### PLUMBING AND HEATING ENGINEER PERMANENT FULL-TIME POSITION

**Job Title:** Plumbing and Heating Engineer  
**Reporting Line:** Facilities Manager  
**Location:** Hampton School

#### HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

## **Role Summary**

A qualified and highly skilled Plumbing and Heating/Gas Engineer is required to join our in-house Estates Team overseeing the maintenance and upkeep of the Hampton School Trust's academic and residential buildings.

The successful candidate will have experience in the Installation, repair, servicing, maintenance, testing and monitoring of plumbing, heating and gas systems, pipes and fixtures not limited to water distribution, waste systems, domestic central heating system/boilers/radiators/hot water cylinders and controls. You will be required to work across 4 sites in Hampton, including a Boat House on the River Thames and the role will involve carrying out planned preventative maintenance and as well as covering out of hours emergencies.

## **Job Responsibilities**

The successful applicant will be required to carry out the following duties:

- Install, repair, service, maintain, test and monitor plumbing, heating and gas systems, pipes and fixtures not limited to water distribution, waste systems, domestic central heating system/boilers/radiators/hot water cylinders and controls
- Read drawings and specifications to determine the layout of systems including water supply networks, waste drainage systems as well as gas supplies, heating pipework and all or any equipment used on these systems
- Plan, install and in the future maintain and service these systems, fixtures, equipment and controls
- Assist the mechanical department generally with installation, planned preventative maintenance and reactive maintenance
- Work in conjunction with other trades personnel and other team members to ensure that all specification, legislation and policies are met to ensure efficient completion of projects that meet all legislation, standards, codes of practice and safety
- Work alone using their own initiative and knowledge base and have good problem solving skills
- Understand drawings to determine exact specifications and where plumbing/heating/gas systems should be installed
- Determine water systems types and water drainage systems
- Determine boiler system types and heating plan systems
- Collaborate and coordinate with maintenance team as required
- Select all materials needed for installation and maintenance including type and size of pipes
- Be available for out of hours emergency call outs, if required
- Carry out any other reasonable duties required by the Bursar, Deputy Bursar or Facilities Manager or within the scope, spirit and purpose of the role

## **Other**

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Deputy Head in association with the above role

## **Person Specification – Skills, qualifications and Experience**

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience:

- A commitment to the safeguarding and wellbeing of pupils at Hampton School
- Ideally a served apprenticeship or hold relevant qualification in plumbing, gas, or heating maintenance or engineering.
- Ideally be Gas Safe Registered and hold all relevant current gas certificates
- Demonstrable knowledge and experience of fault finding, installation and repairs
- Show proven experience of working with a Health and Safety culture
- Demonstrable experience of working with schedules and deadlines
- Must hold a full, clean Driving License (ideally including part D1)
- An energetic, dynamic person with a proactive attitude
- Willingness and aptitude to learn new skills and systems
- Excellent interpersonal, written and verbal communication skills
- Capable of working independently, using their initiative and as part of a team
- Be flexible and adaptable in order to meet the ever-changing needs and priorities
- A willingness to assist and deal confidently with staff, pupils, parents and external contacts as required
- Eager to learn and attend training as necessary.

***Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the, Headmaster or anyone acting on their behalf.***

## **Equal Opportunities**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

## HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

### Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be negotiable and commensurate with skills and experience and is expected to be no less than £35,000 basic salary (plus an attractive benefits package including pension, private health insurance and generous holiday allowance).

The Governors review salary Scales each year to ensure they remain competitive. Salaries are paid by bank transfer on the 25<sup>th</sup> of the month, or next working day thereafter, in 12 equal payments.

### Hours and Holidays

This salary is for a full time appointment of 37.5 hours per week and normal working hours will be Monday to Friday 8:00am to 4:30pm with an unpaid hour for lunch.

There are twenty six days annual holiday plus public holidays and periods when the School is shut, for example usually between Christmas and the New Year (24 December to 1 January inclusive – dates may vary depending on weekends) and May additional School holiday day (the Tuesday after the bank holiday in half term).

### Probation

The appointment is subject to the satisfactory completion of a twelve months' probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

### Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

## **Non-contractual Benefits to Members of the Common Room**

### **Common Room Drinks and Snacks**

Staff are provided with tea/coffee and light snacks in the Common Room kitchen area at no charge.

### **Counselling**

Members of staff are able to use the in-house School Counsellors, subject to availability.

### **Cycle-to-Work Scheme**

The School allows members of staff with an employment contract for 12 months or more to purchase a bicycle through the 'cycle-to-work' scheme in order to travel to/from work. Further details are available from the Bursary.

### **Death-in-Service Benefit**

In addition to any Pension Scheme benefits, the School currently has an insurance policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy. Members of staff are automatically covered by this insurance policy.

### **Employee Loan Policy (including Season Ticket and CPD loans)**

The School offers an interest-free loan scheme to permanent members of staff; the loan is subject to the terms and conditions of the policy and the School's eligibility requirements.

### **First Aid**

The School Nurse/s are based at the senior school and are available for emergency First Aid for members of staff. Please note that members of staff must only seek medical advice from their GP or consultant.

### **Health Care Insurance**

The School provides Health Care Insurance for all permanent members of staff earning above an annual threshold **only if they join at the start of their employment and subject to any terms and conditions and the School's eligibility requirements.** Further details may be obtained from the HR Department and Bursary. A Medicash healthcare cash plan is also offered as an 'opt-in' insurance policy.

### **IT Equipment**

Members of the Common Room are issued with a laptop and/or iPad if this is relevant to their role at the School and subject to the Common Room Acceptable IT Use Policy. School mobile phones are also available for School trips and business.

### **Lady Eleanor Holles (LEH) Swimming Pool**

Members of the Common Room may use the pool at our neighbouring girls' school, LEH, for recreational purposes and subject to LEH terms and conditions. Further details are available from the HR Office.

### **Library**

Members of staff are welcome to use the School Library. Resources include a collection of over 19,000 fiction, non-fiction and reference books, a wide range of journals and periodicals, five daily newspapers and a collection of videos and DVDs. The Library also subscribes to a range of online information resources for the use of members of the Common Room.

### **Fitness Suite**

The School Fitness Suite is available for use by members of staff. Induction is required and conditions apply. Further information is available from Carlos Mills (Director of Sport). The School accepts no liability for use of the Fitness Suite by staff.

### **On-site Parking**

Staff parking on site is currently permitted, subject to availability of an approved, marked parking space. **All members of staff who wish to park on-site must obtain a permit from the Bursary.**

### **Pension**

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursary.

### **Personal Accident Insurance**

Members of staff are covered for partial or permanent disability resulting from an accident, whether at School or elsewhere. Further details are available from the Bursary.

### **Personal Mail and deliveries**

Members of staff are able to have personal, reasonably-sized mail and deliveries addressed to the School for collection from the School Keepers' Room.

### **Private Vehicle usage**

Subject to their journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff may use their private vehicle for journeys on School business. Such approved journeys will be covered under the School insurance policy and mileage expenses may be claimed.

### **Sabbaticals (subject to eligibility)**

Sabbaticals are awarded to members of the Common Room for their professional development and personal refreshment, subject to eligibility requirements and successful application to The Headmaster. Please consult the Sabbatical Policy documentation on Firefly for further details.

### **School Fee Reduction**

Children of staff members at Hampton School may, upon meeting the requirements of the entrance assessments, be eligible at the discretion of the Governors for fee remission on the basic tuition fees. Currently, members of staff with children at our neighbouring girls' school, LEH, receive a reduction in tuition fees (subject to meeting LEH entrance requirements). Subject to any terms and conditions and the School's eligibility requirements. Please see the Bursar for further details.

### **School Lunch**

A School Lunch is provided for staff at no charge. Members of staff at the senior school currently benefit from use of a private staff dining room. Members of staff at Hampton Pre-Prep and Prep School have lunch delivered to the School.

### **Sporting Facilities**

Use of the School's sporting facilities is possible, subject to availability. Any such use must be agreed in advance with the Bursar or Deputy Bursar, who will consult with the *Director of Sport or the relevant Sport & PE Department staff*. Please note that any use for events such as private parties will be charged as a formal letting.

### **Sports Injury Clinic**

Members of the Common Room have access to the School's Sports Injury Clinic which has a Chartered Physiotherapist on site. Further information is available from the *Director of Sport or the relevant Sport & PE Department staff*. a charge may be incurred if prolonged Physiotherapy is required.

### **Weekend Sport Travel Expenses**

Staff taking a School sports squad may claim reasonable expenses for travel to/from School for fixtures.

### **Wellbeing**

The School's staff wellbeing programme is available to all members of staff and offers activities such as yoga, fitness clubs & facilities, staff book club, mindfulness and counselling. Please note that these are sometimes chargeable. The School also hosts many staff social events, including Summer and Christmas Common Room parties. In addition, many music and drama and dance performances are staged at the School throughout the year, all of which colleagues are welcome to attend. Discounted Hammond Theatre tickets (Live performance, National Theatre Live and Royal Opera House Live) are also available.

*The above non-contractual benefits are currently available to members of the Common Room. They are provided at the discretion of the Governors, who reserve the right to withdraw them without notice.*

Further details of the School are available on the website.

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**

***July 2019***