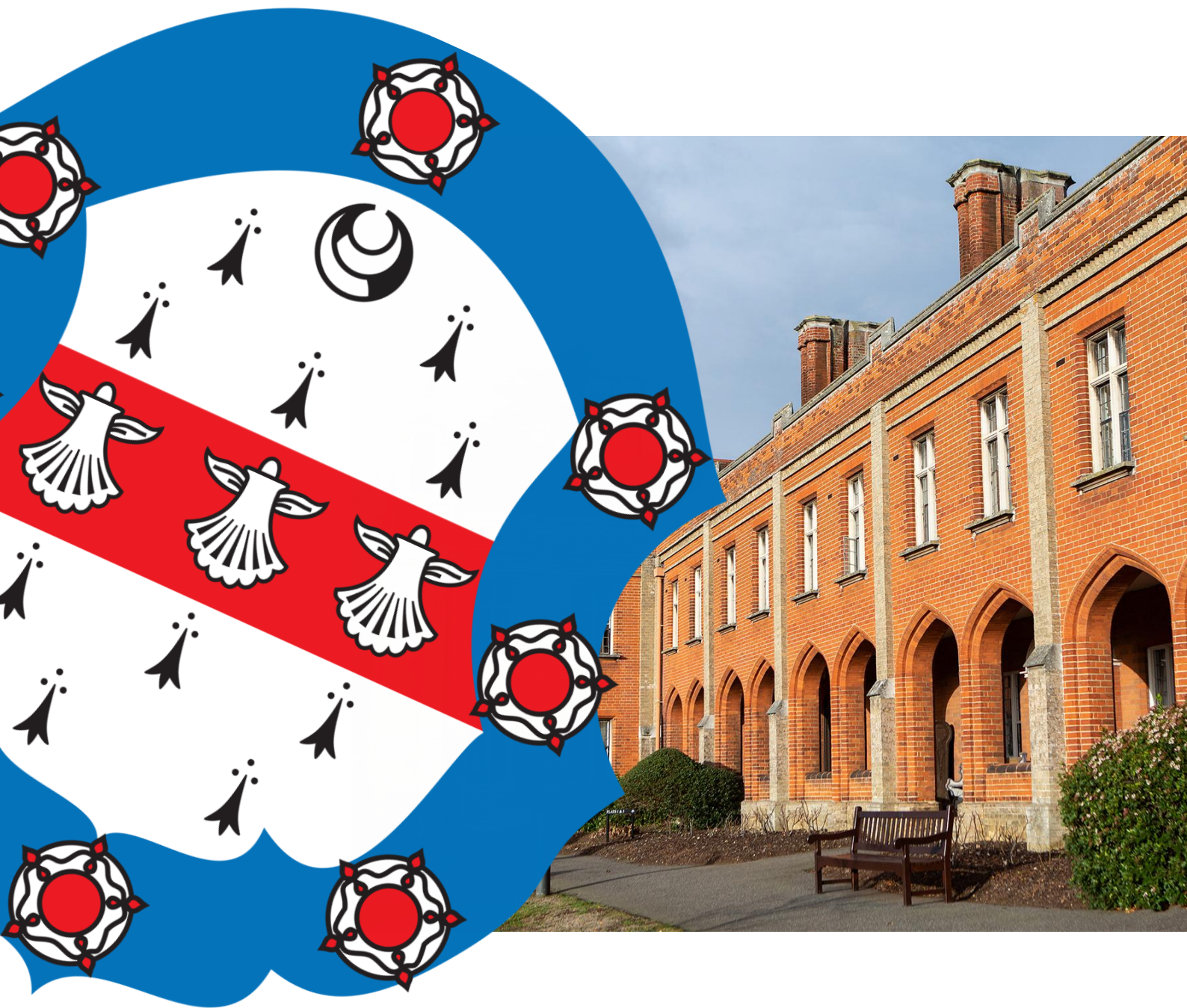




# Seckford Foundation

*a foundation for life*



**Work With Us**  
**Facilities Operative**  
Application Pack

# Facilities Operative

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## Permanent

**£24,934 per annum**

**35 hours per week, 52 weeks per annum**

**Monday to Friday between 7:00am to 3:00pm**

An exciting opportunity has arisen for a Facilities Operative to join the Seckford Foundation Estates Team. Working closely with the wider Estates Team, the successful candidate will help maintain high standards of safety, security, cleanliness, and maintenance across the Foundation's sites.

The role will act as the first point of contact for maintenance issues at one of the Foundation's three locations, undertaking first-line repairs, supporting planned and reactive maintenance, managing contractors, and assisting with site inspections and compliance checks. Responsibilities will also include site security, event set-ups, waste management, and ensuring facilities are well maintained and presented.

This is an excellent opportunity for a practical, proactive, and flexible individual who enjoys a varied hands-on role. The successful candidate will play an important part in supporting the smooth day-to-day operation of the Foundation's property portfolio while helping to provide a safe, secure, and welcoming environment for all users.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

**Closing date:** 31 August 2026

**Interviews:** W/C 7 September 2026

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

Seckford Foundation is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS)

# JOB DESCRIPTION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Job Title:</b> Facilities Operative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                            |
| <b>Department:</b> Estates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                            |
| <b>Hours:</b> 35                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Accountable to:</b> Maintenance & Caretaking Supervisor |
| <b>Job Purpose:</b> <p>The Facilities Operative will work as part of the Seckford Foundation Estates Team to undertake all maintenance and caretaking duties as directed, ensuring a high standard of upkeep, cleanliness, safety, and security across the Seckford Foundation Estate.</p> <p>This role will function as the integral first point of contact at one of the three sites in the Seckford Foundation Estate for any immediate maintenance queries and will be responsible for providing the first line repair and making safe. Alongside this, the role will include portering responsibilities, managing on-site contractors and other duties pertaining to the smooth running at any of the Seckford Foundation locations.</p> <p>This role plays a vital role within the Seckford Foundation Estates Team and will work closely with the Estates Team and the Maintenance and Caretaking Supervisor.</p> <b>Key Responsibilities</b><br><br><b>General Maintenance</b> <ul style="list-style-type: none"><li>• Complete all maintenance, compliance and reactive tasks as directed as outlined by the Maintenance and Caretaking Supervisor and/or the Head of Estates.</li><li>• Assist with minor repairs including, but not limited to, furniture construction, picture hanging and safe isolation of water and electrical systems.</li><li>• Support the maintenance operatives in completing maintenance tasks and projects such as room setup and reconfiguration.</li></ul> <b>Caretaking &amp; Site Operations</b> <ul style="list-style-type: none"><li>• Maintain site security including locking/unlocking and alarm operation.</li><li>• Carry out routine inspections of buildings and equipment.</li><li>• Assist with statutory compliance checks (fire doors, emergency lighting, etc.) as dictated by the Maintenance and Caretaking Supervisor and/or Head of Estates.</li><li>• Maintain cleanliness of external and internal areas including waste management and litter control.</li><li>• To manage and participate in setups for School, Care and external hire event setups in a proactive manner.</li><li>• To provide ad-hoc weekend cover in line with requirements as needed.</li></ul> <b>Portering &amp; Logistics</b> <ul style="list-style-type: none"><li>• Move furniture, equipment and materials as required.</li><li>• Assist with deliveries and event setup/clear down.</li></ul> |                                                            |

- Work as part of the wider Estates team to complete room and event setups in line with user expectations.

### **Health, Safety & Compliance**

- Report hazards and ensure safe working practices.
- Maintain tools and equipment safely in line with site risk assessments.
- To complete any mandatory training.

### **Records & Administration**

- Maintain records of work activities.
- Take meter readings where required.

### **Teamwork & Support**

- Work collaboratively with staff and contractors.
- Provide flexible support including occasional out-of-hours duties.

### **GENERAL RESPONSIBILITIES:**

#### **Health and Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.

#### **Child Protection/Vulnerable adult's statement**

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

#### **Brand values**

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

# PERSON SPECIFICATION

| Education and Qualifications                                                                                                | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <ul style="list-style-type: none"> <li>Relevant maintenance, caretaking or facilities experience;</li> </ul>                | ✓         |           |
| <ul style="list-style-type: none"> <li>Relevant qualification in maintenance, facilities or health &amp; safety.</li> </ul> |           | ✓         |
| Knowledge and Experience                                                                                                    |           |           |
| <ul style="list-style-type: none"> <li>Experience of maintenance, caretaking or facilities duties;</li> </ul>               | ✓         |           |
| <ul style="list-style-type: none"> <li>Knowledge of basic building maintenance and repairs;</li> </ul>                      | ✓         |           |
| <ul style="list-style-type: none"> <li>Understanding of Health &amp; Safety and safe working practices;</li> </ul>          | ✓         |           |
| <ul style="list-style-type: none"> <li>Experience of site security, inspections and contractor management;</li> </ul>       |           | ✓         |
| <ul style="list-style-type: none"> <li>Experience in a school, care or multi-site environment.</li> </ul>                   |           | ✓         |
| Skills and Attributes                                                                                                       |           |           |
| <ul style="list-style-type: none"> <li>Good communication and teamwork skills;</li> </ul>                                   | ✓         |           |
| <ul style="list-style-type: none"> <li>Ability to work independently and use initiative;</li> </ul>                         | ✓         |           |
| <ul style="list-style-type: none"> <li>Good organisational skills and ability to prioritise workload;</li> </ul>            | ✓         |           |
| <ul style="list-style-type: none"> <li>Basic IT and record-keeping skills;</li> </ul>                                       | ✓         |           |
| <ul style="list-style-type: none"> <li>Ability to undertake manual handling and portering duties.</li> </ul>                | ✓         |           |
| Safeguarding                                                                                                                |           |           |
| All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.          | ✓         |           |
| Personal Qualities                                                                                                          |           |           |
| <ul style="list-style-type: none"> <li>Willingness and ability to be flexible and open to change;</li> </ul>                | ✓         |           |
| <ul style="list-style-type: none"> <li>Proactive;</li> </ul>                                                                | ✓         |           |
| <ul style="list-style-type: none"> <li>Demonstrate a 'can do' attitude.</li> </ul>                                          | ✓         |           |

# BENEFITS

|                       |                                                                                                                                                                                                                                                                                                    |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pension</b>        | Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).                                                                                                                                                                                 |
| <b>Sick Pay</b>       | Company Sick Pay<br>After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service. |
| <b>School Fees</b>    | School fee remission may be available depending on individual circumstances and at the discretion of the Governors.                                                                                                                                                                                |
| <b>Holiday</b>        | 25 days plus 8 public holidays paid leave (pro rata for part time posts).                                                                                                                                                                                                                          |
| <b>Other Benefits</b> | <ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary lunch is available when the Dining Room is in operation</li><li>• Access to Employee Assistance Programme</li></ul>                                                                                                   |

# INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "Facilities Operative" in the title line to:

[recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk)

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School  
Marryott House  
Burkitt Road  
Woodbridge  
Suffolk  
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*