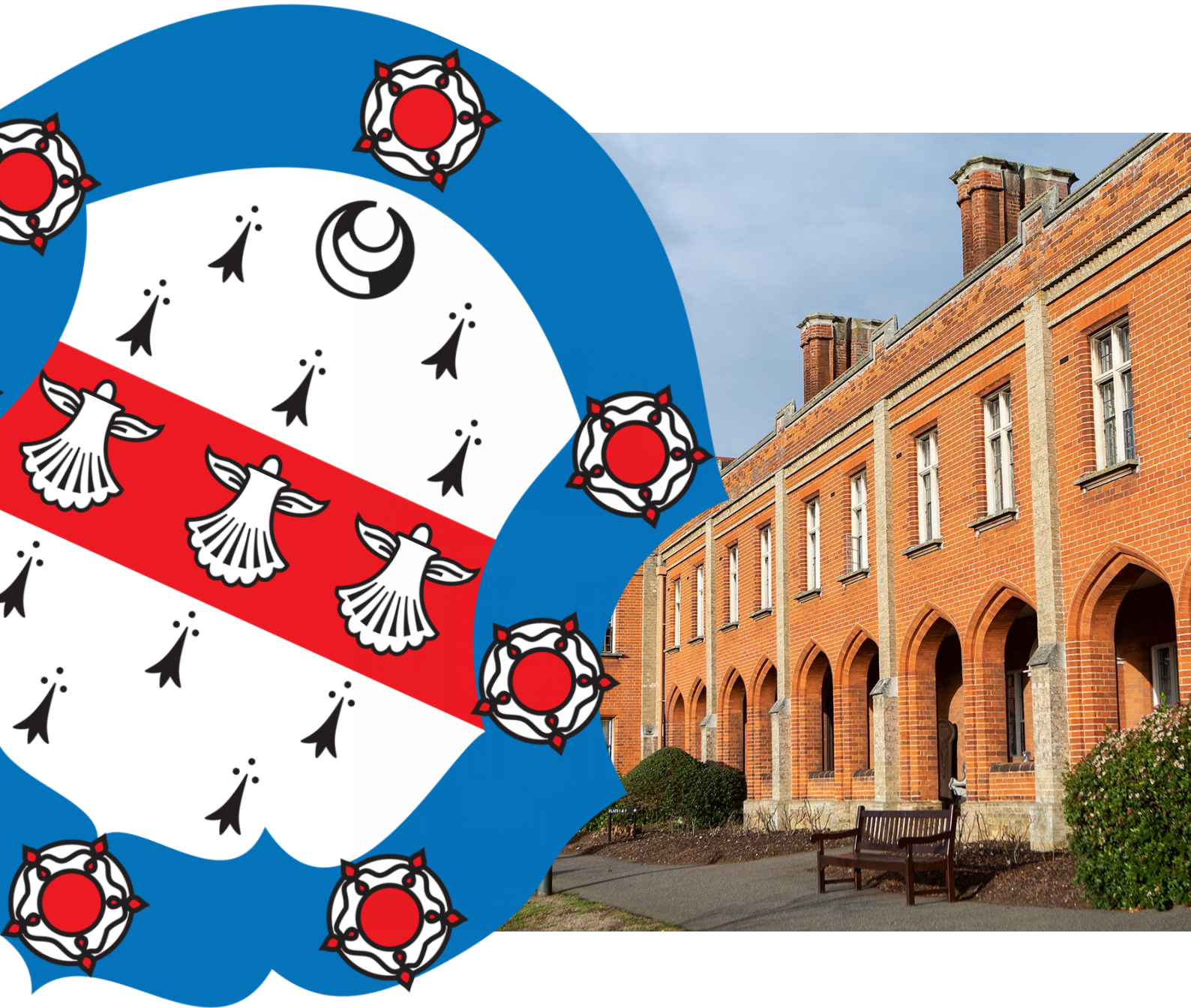




# Seckford Foundation

*a foundation for life*



**Work With Us**  
**General Maintenance Operative**  
Application Pack

# General Maintenance Operative

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## Permanent

**£25,662.00 per annum**

**Plus £1,500 on-call allowance**

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

**Monday to Friday with shifts rotating fortnightly between  
8:00am to 4:00pm & 12:00pm to 8:00pm**

An exciting opportunity has arisen for a Maintenance Operative to join the Seckford Foundation Estates Team. Working across the Foundation's sites, including a portfolio of beautiful and distinctive properties, the successful candidate will undertake a wide range of planned, preventative and reactive maintenance tasks, helping to ensure high standards of safety, compliance and presentation are maintained at all times.

Working closely with the Maintenance and Caretaking Supervisor and wider Estates Team, the postholder will act as a skilled maintenance generalist for Facilities Operatives. Responsibilities will include building repairs, statutory compliance checks, site security duties, maintenance projects, room and event set-ups, and maintaining accurate records of completed works.

This is an excellent opportunity for a practical, proactive and flexible individual who enjoys a varied hands-on role. The successful candidate will play a key role in maintaining safe, secure and well-maintained environments across the Foundation's schools and care settings.

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> General Maintenance Operative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                            |
| <b>Department:</b> Estates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                            |
| <b>Hours:</b> 35 plus on call duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Accountable to:</b> Maintenance & Caretaking Supervisor |
| <b>Job Purpose:</b> <ul style="list-style-type: none"><li>• The Maintenance Operative will be working as part of the Seckford Foundation Estates Team to undertake all maintenance works as directed, ensuring a high standard of upkeep and safety.</li><li>• This role is required work across all Foundation sites as needed as part of the wider Estates team. This role is that of an in-house maintenance generalist and will be the point of escalation for the site Facilities Operatives.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                            |
| <b>Key Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                            |
| <b>General Maintenance</b> <ul style="list-style-type: none"><li>• Completion of all maintenance and reactive tasks as directed by the Maintenance Supervisor and/or the Head of Estates such as but not limited to: leading and completing statutory compliance and routine checks, minor roofing repairs, general re-lamping, glazing repairs, slab and path repairs, repairing and replacing joinery (including preparation and painting where appropriate) and installing and maintaining general school equipment;</li><li>• Assist the wider maintenance team to carry out a variety of maintenance-based projects e.g. room reconfigurations and setups for lettings and functions;</li><li>• Report any health and safety hazards, defects or damage discovered during the normal course of the post holders work;</li><li>• Safe keeping and maintenance of school tools and equipment issued to you for the execution of your duties, including pre and post use of tools;</li><li>• Assist Facilities Operatives in moving furniture/equipment when necessary;</li><li>• Maintain records of work carried out as required using appropriate logbooks and or/databases;</li><li>• Conduct unlocking/locking-up building checks according to shift placement.</li><li>• Ensure a suitable level of quality and workmanship is maintained at all times;</li><li>• To undertake other general building maintenance works as directed, ensuring a high standard of upkeep and safety;</li><li>• Maintain a Level2/3 standard of training in skills such as carpentry/joinery, plumbing and electrical safety.</li><li>• Ensure that works are performed in accordance with agreed timescales, financial regulations, current legislation, ACOP's, SOP's and budgets;</li><li>• To work as part of a shift roster as outlined by the Maintenance and Caretaking Supervisor, and/or Head of Estates.<ul style="list-style-type: none"><li>○ <b>Weeks 1–2:</b> 8:00am – 4:00pm</li><li>○ <b>Weeks 3–4:</b> 12:00pm – 8:00pm</li></ul></li></ul> |                                                            |
| <b>On Call</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                            |

- Post holder will be placed on an emergency call out rota as directed by the Maintenance and Caretaking Supervisor, this will be for emergencies only, such as: burst pipes, fire alarm sounding, break ins etc.;
- On-call duties operate between **8:00pm and 7:00am**. Each on-call team member will usually cover up to **7 on-call weeks per year**, with any additional cover paid at **£150 per week**.
- Bank Holiday, Christmas and New Year cover is shared as fairly as possible and agreed through consultation.

**This job description is not exhaustive and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.**

#### **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, building trades or facilities experience;</li> </ul>                                                    | ✓         |           |
| <ul style="list-style-type: none"> <li>Relevant trade qualification (Level 2 or equivalent).</li> </ul>                                                              |           | ✓         |
| Knowledge and Experience                                                                                                                                             |           |           |
| <ul style="list-style-type: none"> <li>Experience of general 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>Knowledge of carpentry, plumbing and basic electrical safety;</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 attention to detail;</li> </ul>                                                                | ✓         |           |
| <ul style="list-style-type: none"> <li>Ability to maintain records and complete tasks to a high standard.</li> </ul>                                                 | ✓         |           |
| Safeguarding                                                                                                                                                         |           |           |
| <ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.</li> </ul> | ✓         |           |
| 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, be able to work independently and as part of a team;</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 "General Maintenance 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.*