

## Application for General Maintenance Assistant

Thank you for your interest in the vacancy for the above position.

Valence School is a Kent County Council Foundation residential and day Special School for students from age 4 to 19 with physical disabilities, complex medical needs and associated learning difficulties. We are part of the Kent Special Educational Needs Trust (KsENT).

We have a large, dedicated staff team of over 200 people providing specialist teaching, social care, therapies and nursing care to an exceptionally high standard.

Valence School is a supportive environment and a rewarding place to work, and whether working directly with our students or in a school support role, every member of staff participates in enabling students to learn and aspire to achieve meaningful independence. Students flourish in a supportive but challenging environment, making good educational progress and achieving a range of accreditation as they get older.

If you would like to arrange a tour of the school, please contact the HR team on 01959 567841. Please also see our website videos to see our school in action in our curriculum pathways: [Formal](#), [Semi-Formal](#) and [Pre-Formal](#) and our [residential provision](#).

Please find enclosed the following forms:

- Application Form and Equality Monitoring Form - to [complete online](#)
- Copy of the Advertisement
- Job Description and Person Specification
- Valence Vision & Ethos

We are recruiting for this post on a rolling basis, therefore you are encouraged to apply as soon as possible.

*We reserve the right to close this vacancy, interview and appoint earlier if we receive sufficient applications of this role.*

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all staff to share this commitment. References will be taken up before interview and online checks undertaken for shortlisted candidates. Successful applicants will need an enhanced DBS check (this post is subject to the Rehabilitation of Offenders Act). Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

**Our Child Protection Policy can be found on our [website](#)**

Should you require any additional information please do not hesitate to contact us.

Yours sincerely  
*Sarah Lowndes*  
HR Manager

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## GENERAL MAINTENANCE ASSISTANT

40 hours per week - Term Time plus 2 weeks

Set shift rota between 7.00am and 6.00pm

£22,968 actual gross p.a. (£12.00 per hour)

Benefits include a generous pension scheme & life cover, retail discounts, training opportunities, well-being sessions and free on-site parking

As the General Maintenance Assistant you will join a growing, friendly team responsible for day to day maintenance issues within the school. You will support the Site Manager & Facilities team to ensure the delivery of a safe and secure environment that is maintained and developed for all students, staff and visitors and ensure that all facilities are kept to a high standard of repair and appearance.

You will have experience of site maintenance and knowledge of relevant legislation. You will develop and maintain good working relationships, be proactive and have a reliable attitude. Self motivation and the ability to work with the minimum of supervision, a flexible approach and the ability to prioritise are required. You must also have a full, clean driving licence for this post.

Valence School is a KCC Foundation residential and day Special School for children and young people with physical disabilities, complex medical needs and associated learning and communication difficulties. We are part of the Kent Special Educational Needs Trust (KsENT).

For applications details please visit [www.valenceschool.com](http://www.valenceschool.com) > work for us or contact the HR team on 01959 567841 or [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)

We are recruiting on a rolling basis therefore, please submit your application as soon as possible

We reserve the right to close this vacancy, interview and appoint earlier if we receive sufficient applications for this role

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Valence School is committed to safeguarding and promoting the welfare of every student and we expect all our staff and volunteers to share this commitment. We value diversity and promote equality for all.

References will be taken up before interview and online checks undertaken for shortlisted candidates. The successful applicant will require an enhanced DBS check (this post is subject to the Rehabilitation of Offenders Act).

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# Valence School Job Description: General Maintenance Assistant

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**Responsible to:** Site Manager

**Working Pattern:** 40 hours per week operating on shift rota system to cover the hours of 7.00am to 6.00pm (plus evening and weekend work as required)  
07.00 - 15.30 / 10.30 - 18.00

## Main purpose

To ensure the school grounds, buildings, vehicles, and equipment are secure and maintained, and that all facilities are kept to a high standard of repair, hygiene, cleanliness, and appearance. To undertake a planned maintenance programme including painting and general repairs, under the direction of the Site Manager.

## Duties and responsibilities

- Undertake daily and seasonal maintenance of the site and equipment, inside and out as directed, including school vehicles. This will include changing light bulbs and tap washers, clearing drains and toilets, salting pathways, and providing a portage service when required.
- Participate in a shift rota system to cover opening and closing of the premises, including lettings.
- Maintain security of the site, fixing and reporting any problems to ensure a safe environment for all staff, students, visitors, and contractors.
- Maintain pool plant room and undertake daily testing of pool water from poolside and plant room.
- External cleaning of fascia's, handrails, windows, and other areas.
- Understanding of security equipment, alarms, CCTV, procedures in the event of fire, flood, prevention of trespass, fire safety precautions etc.
- Attend training courses as required. Maintenance staff will be asked to undertake both first aid and fire training.
- To understand and comply with the Health and Safety Policy ensuring that all staff and contractors observe safe working practices as in the requirements of the Health and Safety at Work Act when on the premises, reporting any concerns to line management.
- Assist in planning minor refurbishments.
- Drive the school minibuses to include driving accompanied students as required.

- Participate in the management and direction of home school transport vehicles at the beginning and end of each school day.
- To carry out any other comparable duties as required by the Site Manager/Assistant Site Manager.
- To pro-actively observe and comply with all school policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
- To appropriately use the recording and reporting processes whenever appropriate.
- To maintain a flexible "can do" approach.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.

This role involves contact with and responsibility for children and young people and will be engaged in regulated activity. The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against the Disclosure and Barring Service.



# Valence School Person Specification: General Maintenance Assistant

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
1. Qualifications/ Experience	<ul style="list-style-type: none"><li>• Use of wide range of machinery/equipment e.g. kitchen, gardening and general maintenance</li><li>• Experience of carrying out general repairs and maintenance to a high standard</li><li>• Knowledge of Health &amp; Safety (at Work) Legislation, Control of Substances Hazardous to Health (COSHH), Risk Management / Risk Assessment</li><li>• Full, clean UK driving licence</li></ul>	<ul style="list-style-type: none"><li>• Specific maintenance qualification desirable e.g. electrical, carpentry qualification</li><li>• Previous maintenance work within a school environment</li><li>• Knowledge of special educational needs and disabilities</li><li>• Knowledge of safeguarding and child protection</li></ul>
2. Skills	<ul style="list-style-type: none"><li>• Hands-on, proactive approach.</li><li>• Ability to take responsibility for and deal with basic maintenance issues and to identify which problems should be referred to line manager along with a keen attention to detail.</li><li>• Able to maintain accurate and timely records as required by the role e.g. completion of pre-planned maintenance logs</li><li>• Excellent records of attendance &amp; punctuality.</li><li>• Able to meet the 'physical' demands of the post including working in confined spaces and able to undertake work at height from ladders.</li><li>• Ability to develop and maintain good working relationships throughout the school and to fit in and enhance the team.</li><li>• Good verbal and written communication skills.</li><li>• Ability to work unsupervised and use own initiative.</li><li>• Ability to remain calm under pressure.</li><li>• Flexible and reliable / able to work weekends / unsocial hours.</li></ul>	<ul style="list-style-type: none"><li>• IT experience</li><li>• Experience of security systems</li><li>• Experience of driving a minibus</li></ul>

## The Valence Vision:

To provide all students that attend Valence School with a Learning Pathway that meets their intellectual, physical, social, and emotional needs. By working together with families and a wide range of support agencies, we will ensure that students within each Learning Pathway are valued, supported, and challenged to do their very best in preparation for the next stage of their learning and life in modern Britain.

To achieve our vision, we will work as a whole school team whilst striving to create a distinct identity for each Learning Pathway. Central to everything we do and key to the success of each Learning Pathway will be our Ethos...

## The Valence Ethos:

**Respectful** - Valence students respect the rights, needs and views of others. They seek to create an environment where support for each other is commonplace so that everyone feels that they belong.

**Resilient** - Valence students take risks and view failure as a good thing. They are encouraged not to give up easily and always try their best.

**Independent** - Valence students oversee their own learning. They are provided with a wide range of support to enable independence in everything that is required of them.

**Positive** - Valence students focus on what they 'can do' to develop as an individual and not what they 'cannot do' because of their disability

**Passionate** - Valence students are encouraged to find and develop their own range of interests and to express themselves as they wish in support of their learning.