



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

General Maintenance/Plumber

Required at the earliest opportunity



## Welcome From Will Chuter, Headmaster

*I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.*

*Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.*

*The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.*

*Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.*

*Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.*

A handwritten signature in black ink, consisting of a stylized 'W' and 'C' followed by a long horizontal line.

Will Chuter  
Headmaster



# Job Description

## General Maintenance/Plumber

**Required at the earliest opportunity**

### The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimboltonschool.com](http://www.kimboltonschool.com).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

### The Department

The Maintenance Team is managed by the Head of Maintenance, supported by a part time Administrator, three experienced trade operatives (a Plumber, three Carpenters who can turn their hand to most general maintenance, two Painters and an Electrician).

The team are responsible for the maintenance of all the School's properties, which range from the Grade I listed Castle, Victorian Upper Prep School, to the Queen Katherine Building which was finished in 2015.

All responsive repairs are carried out by the Maintenance Team, who are supported for some cyclical and planned work by contractors for works of a specialist nature, such as EICR's, Submersible pump servicing, planned exterior redecorating, Portable Appliance Testing and Legionella Risk Assessments.

Annually there are approximately 1,500 requests for responsive maintenance made by staff submitting a 'Helpdesk request'. Planned maintenance takes place during all school holidays.

## The Role

This is a new role that will be mostly aimed at assisting our Plumber on site whilst they carry out statutory duties. The role will consist of tap repairs and replacement, shower risers mixing valve repairs, and ball valves for toilets as well as flush tubes etc. As well as assisting with larger jobs, it would be good if some other basic skills are within the remit of any applicant, although some training can be given.

## Main Duties

The principal duties and responsibilities of the role are as follows:

To undertake any reasonable request from the Head of Maintenance to operate in accordance with current Health and Safety guidance and regulations, and in compliance with the School procedures; including working alone or with others, and to work safely and efficiently in maintaining and improving the Kimbolton School environment.

- To be capable of working from drawings and specification and other documentation.
- Ensuring the Workshops are maintained in a safe and clean condition.
- Operate power tools safely.
- Working in association and in support of other trades to set time scales.
- Advising the Head of Maintenance on material and machinery requirements to ensure timely acquisition and delivery to site. Receipt of materials and equipment and ensuring that delivery notes are signed.
- To keep the Head of Maintenance informed of work progress on a daily basis.
- Undertake relevant training and development activities to keep up to date.
- Respond positively to new and alternative systems of working.

Domestic plumbing from time to time, such as:

- When lone working maintain radio contact with Head of Maintenance.
- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- Detect and locate leaks on pipes or plumbing fixtures
- Measure, cut, thread, and bend pipe to required angle, using hand and power tools or machines such as pipe cutters, pipe-threading machines, and pipe-bending machines.
- Install pipe assemblies, fittings, valves, such as sinks and toilets, using hand and power tools.
- Repair and maintain plumbing, replacing defective washers, replacing or mending broken pipes, and opening clogged drains.
- Connect fixtures and plumbing to sanitary drainage systems.

Other Tasks from time to time, such as:

- Assist with erection of tower scaffolding and other access equipment; to carry out tasks including Art Displays and Drama Sets.
- Assist with the installation of drama and art sets and displays
- Provide out of hours cover as required if available
- Unblock and clear pipes and drains
- Interior and Exterior Painting

Undertaking any other duties appropriate to the post objectives as required by the Chargehand or Chief Operating Officer (appropriate to the level of the post).

To have an understanding of Child Protection procedures.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Health and Safety qualification.</li> <li>• Emergency First Aid at Work.</li> <li>• PASMA Tower.</li> <li>• UKATA Asbestos Awareness Course.</li> <li>• IOSH Working Safely.</li> <li>• IPAF Static Boom: Mobile Boom: Push Around Vertical (PAV).</li> <li>• Manual Handling.</li> <li>• Working at Height.</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Good problem-solving skills and the ability to produce work of a high standard.</li> <li>• Must have good practical skills and knowledge.</li> <li>• Some plumbing skills and knowledge.</li> <li>• Understanding of the importance of Health and Safety requirements when working with machinery, hand and power tools.</li> <li>• Understanding that all works are carried out in compliance with Health and Safety Regulation e.g. Risk Assessment and Manual Handling so as to avoid injuries.</li> <li>• Proven experience of building maintenance, refurbishments.</li> <li>• To work in awkward, confined or constrained positions, e.g. erecting, using and dismantling scaffolding, work in roof spaces, etc.</li> <li>• For ensuring hand tools and equipment are maintained in serviceable condition for daily use and safe keeping.</li> <li>• High degree of precision and accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Following risk assessments and safe systems of work. Identifying and managing risk within the maintenance environment.</li> <li>• Understanding of exposure to respiratory hazards.</li> <li>• Have the ability to carry out all assigned work to a high standard of workmanship, good practice and customer care.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have a good sense of balance and be comfortable working at heights.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Have good communication skills.</li> <li>• Able to work well in a team and on own initiative.</li> <li>• Ability to prioritise time, manage and meet competing deadlines.</li> <li>• Self-motivated, positive adaptable and pro-active approach.</li> <li>• When lone working responsible for own health and safety and by having radio contact with Chargehand.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work to cope with a varied workload and meet competing demands and deadlines.</li> <li>• Flexible in approach and adaptable to change.</li> <li>• Working safely and wear personal protective equipment, e.g. hard hats, protective boots, gloves, goggles, ear protectors etc. to safeguard own hygiene.</li> <li>• Reporting all incidents, hazards and unsafe working conditions encountered.</li> <li>• School holiday working.</li> </ul>

## Terms and Conditions

<b>Reporting to:</b>	Head of Maintenance
<b>Accountable to:</b>	Chief Operating Officer
<b>Hours of Work:</b>	Full time – 40 hours per week (Monday to Friday 08:00 to 17:00 with a one-hour unpaid lunch break). 52 weeks per year.
<b>Remuneration:</b>	Dependent upon qualifications, skills, and experience
<b>Probationary Period:</b>	Up to 5 months
<b>Pension:</b>	The School offers a contributory pension scheme
<b>Lunches:</b>	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
<b>Additional benefits:</b>	Details of the further benefits on offer can be found on the Kimbolton School <a href="#">MyNewTerm profile page</a> .
<b>Referees:</b>	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

## How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via [recruitment@kimboltonschool.com](mailto:recruitment@kimboltonschool.com) or by calling 01480 862049.

Please submit your application by the closing date of **14<sup>th</sup> April 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place soon after the closing date.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimboltonschool.com/about-us/policies](http://www.kimboltonschool.com/about-us/policies)