



Plumbing and Pool Plant Maintenance Operative JOB DESCRIPTION

THE SCHOOL

RMS is a leading independent girls' day/boarding School with over 850 pupils aged 2 to 18 and over 250 teaching and support staff, situated on a 300-acre parkland site near Rickmansworth in Hertfordshire. Potential candidates are strongly encouraged to visit the school website www.rmsforgirls.com for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to share a commitment to continued personal, professional and academic development.

The school comprises academic buildings, boarding houses, sports facilities, staff accommodation, residential properties and extensive infrastructure requiring proactive maintenance and compliance management.

THE ROLE

Working within the Premises Department, the Plumbing & Pool Plant Maintenance Operative will be responsible for the maintenance, repair and operation of the School's plumbing, water, heating and swimming pool systems across the estate. The post holder will undertake both planned preventative maintenance and reactive repairs, ensuring systems remain safe, compliant and operational. The role will support wider maintenance activities and work closely with the Premises Team, specialist contractors and external service providers.

JOB SPECIFICATION

The following is an indication of the role, though it is not exhaustive and may be amended and added to at the request of the line manager.

Technical:

- Complete plumbing work to a high standard across the School estate.
- Carry out planned and reactive maintenance on hot and cold water systems, sanitary ware, drainage systems, pumps, valves and associated services.
- Diagnose faults and undertake repairs to plumbing infrastructure.
- Install and modify plumbing systems as required.
- Carry out emergency repairs to water services and associated systems.
- Support maintenance of boarding houses, staff accommodation and residential properties.

Swimming Pool Plant Operations:

- Carry out daily pool water testing and maintain accurate records.
- Monitor and maintain pool chemical dosing systems.
- Operate and maintain pool filtration equipment.
- Undertake routine filter inspections and backwashing procedures.

- Liaise with specialist pool contractors.
- Assist with annual pool shutdown and maintenance programmes.
- Ensure compliance with PWTAG guidance and School procedures.

Heating & Mechanical Systems:

- Carry out routine inspections of boiler houses and plant rooms.
- Undertake first-line fault finding on heating systems and associated plant.
- Support specialist contractors carrying out servicing and repairs.
- Assist with energy efficiency initiatives.

Water Hygiene & Compliance:

- Carry out flushing regimes and temperature monitoring.
- Support Legionella compliance activities in accordance with ACOP L8 and HSG274.
- Assist with TMV inspections and servicing programmes.
- Maintain accurate compliance records.

General Maintenance:

- Undertake general building maintenance works as required.
- Carry out minor repairs and decorating works.
- Assist with School refurbishment projects and holiday works programmes.
- Support colleagues across other maintenance disciplines when required.

Departmental Responsibilities:

- Work collaboratively within the Premises Team.
- Respond efficiently to maintenance requests and work orders.
- Complete work allocated through MaintainX.
- Assist with Planned Preventative Maintenance (PPM) schedules.
- Support asset inspections and condition surveys.
- Assist with monitoring contractors and visitors on site.
- Maintain accurate records of completed works.
- Participate in emergency response activities.
- Be willing to work outside normal working hours in emergencies.
- Participate in the Duty Engineer rota where required.

Health and Safety:

- Ensure good standards of housekeeping are maintained.
- Work safely and in accordance with School policies and procedures.
- Comply with all Health & Safety legislation and safe systems of work.
- Complete statutory documentation accurately.
- Follow ACOP L8, HSG274 and PWTAG guidance where applicable.
- Attend mandatory training courses and use PPE appropriately.
- Report hazards, accidents and near misses promptly.

PERSON PROFILE

All staff are expected to conduct themselves in line with the School's values of **Inclusivity, Courage, Ambition, Kindness, Perseverance** and **Integrity**. The holder of this post will enjoy working within a team with all members of the School community. They must be able to demonstrate flexibility, reliability, enthusiasm and be able to work to instructions maintaining strict confidentiality and

discretion at all times. The successful candidate will demonstrate flexibility, reliability, professionalism and the ability to work effectively with colleagues, contractors, pupils and visitors.

PERSON SPECIFICATION

The successful post holder will have the following skills and attributes:

Qualifications

Essential:

- GCSE or equivalent in English language and Mathematics
- NVQ Level 3 in Plumbing and Heating or equivalent
- Full UK Driving Licence

Desirable:

- Gas Safe Registration
- Pool Plant Operators Certificate (PWTAG)
- Legionella Awareness / Responsible Person Training
- Water Regulations Qualification
- IPAF
- PASMA
- First Aid at Work

Experience/ Skills

Essential:

- Experience working on commercial and domestic plumbing systems.
- Knowledge of heating and hot water systems.
- Good understanding of general building maintenance.
- Sound understanding of Health & Safety legislation.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.

Desirable:

- Swimming pool plant operation and maintenance.
- Legionella compliance and water hygiene experience.
- Boiler plant and heating systems experience.
- Experience using CAFM systems such as MaintainX.
- Experience working within a school or large estate environment.

TERMS OF EMPLOYMENT

The terms of employment include:

- Full time, 40 hours per week for 52 weeks per year
- Working an 8 hour shift between 7am and 7pm from Monday to Friday with 1 hour unpaid lunch.
- 6 weeks bookable holiday per year.
- Up to £39,000 gross per annum depending upon experience and qualifications
- Participation in the Duty Engineer rota may attract additional payment.
- Accommodation on site at competitive rates (subject to the terms and conditions of the policy)
- Support Staff Pension Scheme.
- Free lunch when the School's catering facilities are open.
- School fee discount – subject to terms and conditions of the policy.

- Access to an Employee Assistance Programme offering easily available digital GP appointments for you and your family, Annual Health check, Mental Health consultation and access to a range of wellbeing information.
- Wellbeing
 - o Use of our fitness suite facilities is available free of charge to staff
 - o Weekly programme of staff activities free of charge (e.g. yoga, swimming, knitting)
 - o Other RMS sports facilities can be hired at a discounted rate for personal use
- Cycle to work scheme - providing a tax-free salary sacrifice scheme.
- The School places great value on continuous professional development.
- Library - the school allows all staff to become full borrowing members on joining.
- Events: Access to School concerts and performances at no cost.

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement 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 they must report any concerns to the Head.

In addition to the candidate’s ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.