



Downe House



CANDIDATE INFORMATION PACK

MAINTENANCE SUPERVISOR



Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.



The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



Downe House



HARROW
SCHOOL

EXCELLENCE IN PARTNERSHIP

In September 2026, Downe House School and Harrow School entered into a strategic structural partnership.

Building on our schools' shared ethos and commitment to single-sex boarding education. The partnership will strengthen academic, co-curricular and social opportunities for pupils, encourage innovation, and support staff development through shared expertise and resources. Families and alumni will also benefit from greater collaboration.

Both schools retain their distinct identities, traditions, sites, charities, governance structures and leadership.

Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

Inspiring people



The position

MAINTENANCE SUPERVISOR

START DATE: Immediate

HOURS: 40 hours a week, 7.30am - 4.00pm

CONTRACT TYPE: Permanent - Full Time

REPORTING TO: Head of Maintenance and Facilities

SALARY: £37,000 - £40,000 per annum
Dependant on experience

LOCATION: On site

DEPARTMENT OVERVIEW

As a leading independent boarding School, we take pride in everything that we do, including ensuring the safety and security of our pupils, staff and school premises.

We are fortunate that our pupils can live and learn in modern, beautiful and natural surroundings. The Estates Department play a big role in maintaining our impressive site and grounds and ensuring that all the facilities are safe, compliant and in good working order.

Our Estates Department consists of approximately 20 members in a range of roles such as Caretakers, Maintenance Operatives, and Groundskeepers.

Our busy and committed team carry out the maintenance across our large estate and a range of facilities including classrooms, boarding houses, staff residential accommodation, sports facilities and indoor swimming pool.

We are constantly improving our site and developing our sustainability strategy. With their technical knowledge of facilities management and compliance, the Maintenance & Compliance Supervisor is an integral part of the maintenance of our excellent School premises and facilities.



JOB PURPOSE

- Work as a supervisory member of the Estates team providing both a planned and responsive maintenance service, specialising in building maintenance related compliance and health and safety.
- A detail-orientated supervisor to oversee daily operations and safety compliance within out Facilities Management operations.
- The postholder will work closely with internal teams, contractors, and regulatory bodies to maintain a safe, compliant, and efficient working environment.
- Oversee regulatory and safety compliance within our Estates operations ensuring that all facilities adhere to legal, industry, and internal standards, including health and safety, environmental regulations, and building codes.
- Provide supervisory support to the maintenance team under the guidance of the Head of Maintenance and Facilities (HoMF).
- Educate staff and contractors on compliance requirements and safety protocols.
- Investigate compliance violations, safety incidents, or regulatory breaches and implementing corrective actions.
- Maintain accurate compliance records, prepare reports, and communicate findings to senior management.



MAIN DUTIES AND RESPONSIBILITIES

- Work as a supervisory member of the Estates team providing both a planned and responsive maintenance service, specialising in building maintenance related compliance and health and safety.
- Assisting the HoMF with managing the department, including the arranging of rotas for all team members.
- Assign reactive requests / job requirements to the team with the support of Estates Administration.
- With the HoMF, review completed works to ensure safety, quality and completion.
- Act as a weekend duty manager twice a term for events. This may be on call or require you to be on site, as necessary (between hours of 08:00 to 17:30).
- Supervise contractors on site as necessary and in alignment with safeguarding, and Health and Safety policies. Oversee the management of contractor risk assessments and method statements.
- To work in conjunction with the HoMF, or designated other, to ensure the school's vehicles are all compliant (Road Fund Tax, Insurance and MOT) and are managed in a timely manner. Oversee the management of the school vehicle fleet (service and repair).
- Responsible for overseeing the provision of maintenance and installation tasks including but not limited to; emergency lights, PAT, fire alarms and BMS systems including new circuits and relevant certification.
- Ensure all statutory compliance records are up to date and managed in a timely manner.
- Oversee site security and ensure an accurate key register is maintained.

MAIN DUTIES AND RESPONSIBILITIES (cntd)

- Ensure the School remains compliant both within HSE and ISI guidelines.
- Oversee the estates department operational protocols and policy. Manage the School's H&S portal.
- Issue permits to works as required.
- Help deliver toolbox talks (H&S briefings) to the maintenance team each month.
- Act as the senior point of contact for fire alarm related maintenance when necessary. Act as a Fire Marshall as required.
- Ensure full and accurate Health and Safety training records are maintained for the maintenance team.
- Work with the HoMF to ensure departmental/site risk assessments are created, reviewed, and issued as required. Oversee maintenance within the school site and accommodation facility in a safe working environment, assessing all Health and Safety issues before work commences and report any hazards identified to the relevant manager.
- Carry out reactive maintenance in accordance with the schools' terms and conditions and provide front line response for all works. Oversee and carry out Planned Preventative Maintenance (PPM) in accordance with the PPM schedule as necessary.
- Help maintain accurate records of breakdowns and maintenance repairs, including records for statutory compliance (fixed wiring testing and reporting).
- Keep a record (Asset Register) of all School managed equipment, including departmental items. Ensure these are maintained in accordance with the manufacturer's guidelines.
- Liaise with specialist sub-contractors.
- Help maintain stock, keeping reasonable level of stock and reordering.
- Participate in a team rota when required and working weekends for key events.
- Undertaking training as required, including keeping electrical qualifications up to date.



Person specification

ESSENTIAL

- At least 3-5 years of experience within a similar role.
- Knowledge and experience of health and safety within the maintenance or facilities environment and its application.
- Ideally with an appropriate relevant professional qualification e.g. IOSH, NEBOSH, IWFM and CIOB.
- Strong knowledge of OSHA, EPA, NFPA, ISO standards, and other relevant regulations.
- Experience of conducting audits, risk assessments and incident investigations.
- A background and qualifications within a trade(s) discipline that can be applied more broadly.
- Detail orientated and record keeping skills to maintain accurate compliance records.
- Strong leadership skills with the ability to inspire and motivate a large and diverse team.
- Experience of developing and continuously improving others.
- Effective communication and interpersonal skills able to develop supportive relationships with colleagues and external partners.
- Extensive experience of leading and managing multi trade disciplines.
- A proven track record in vendor and contractor oversight.
- Ability to prioritise work, reach tight deadlines and ensure that all works are carried out to the highest possible standards, on time and in cost.
- Knowledge of Health and Safety legislation and its application.
- Experience with MS Office (Outlook, Word, Excel, Teams).
- Confident communicator to provide clear H&S briefings to the wider School community
- Hold a current driving licence.

DESIRABLE

- A diploma in the relevant profession(s).
- D1 trained/willing to be trained
- Previous experience in a similar role within a boarding school or residential environment.

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Employee benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD

£300 for successful referrals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate



CYCLE TO WORK SCHEME

savings on purchasing a bicycle & accessories for commuting purposes

“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”





Inspiring girls

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www.downehouse.net



Downe
House

