



**Thomas's**

# Multi-Skilled Maintenance Operative (MSMO)

For further details please go to the Thomas's London Day Schools website: [thomas-s.co.uk/join-our-team](https://thomas-s.co.uk/join-our-team) or email [hr@thomas-s.co.uk](mailto:hr@thomas-s.co.uk)

**thomas-s.co.uk**



# Application Details

This is an exciting opportunity to join a dynamic group of schools committed to delivering excellence in learning environments. The MSMO plays a hands-on role in maintaining the school estate, supporting the PED with day-to-day operational needs of the school community, and ensuring that facilities are presented and maintained to the highest standards.

Working closely with the Prep Estates Director and the wider Estates team, the MSMO is responsible for carrying out a range of practical tasks, including completing maintenance tasks, supporting planned preventative maintenance (PPM) and assisting with health and safety routines. The role also includes overseeing PPM suppliers when requested by the PED, such as fire alarm and L8 testing. The postholder will respond to helpdesk requests across the prep schools and is expected to take a proactive, professional and safety-conscious approach at all times.

The Recruitment Pack should be read alongside the information available on our website.

Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

Please note that referees will be contacted prior to the interview.

This is a full-time role.

40 hours per week, Monday to Friday, 7 30am – 16 30pm.

**Salary: £42,000 per annum**

**Start date:**

**To be mutually agreed**

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## Benefits

- Continuous Professional Development opportunities
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary.
- Death in Service Benefit
- Cycle to work
- 30 days annual leave plus bank holidays
- Salary Exchange Pension Scheme
- Free Daily school meals during term time

## Safeguarding

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](https://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.*

# Thomas's London Day Schools

## Welcome

### A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

## Aims

### We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

## Vision

### Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

## Values

### We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals  
Thomas's London Day Schools*

# The Role

## Multi-Skilled Maintenance Operative (MSMO)

### Reporting to:

Prep Estates Director

### Duties and Responsibilities

#### Maintenance and Repairs

- Carry out general maintenance tasks and support basic repairs as requested via the Estates helpdesk.
- Supervise outsourced PPM providers when required.
- Complete Planned Preventive Maintenance (PPM) tasks in line with the estate's schedule.
- Support allocated projects under the direction of the Estates Team Supervisor.
- Assist school maintenance trades when required.
- Carry out minor painting, decorating and basic carpentry/plumbing tasks.
- Report damage or faults in furniture, equipment or buildings promptly.

#### Health and Safety

- Report all health and safety issues, near misses, accidents and hazards to the PED and relevant parties.
- Carry out manual handling tasks in accordance with training and safe practices.
- Assist in weekly fire alarm testing and other routine safety checks.
- Support the Grounds team where necessary, including leaf clearance, gritting and outdoor tasks during adverse weather.
- Operate lifting equipment and vehicles where trained/licensed to do so.
- Full UK driving licence required. A van will be provided.

#### Helpdesk and Communication

- Act on helpdesk requests in a timely and professional manner.
- Report operational issues, maintenance concerns and feedback promptly to the PED and relevant stakeholders.
- Apply effective problem-solving skills to deal with day-to-day tasks.
- Maintain a courteous and helpful attitude with staff, pupils, contractors and visitors at all times.

#### General Duties

- Undertake any other reasonable duties as directed by the PED to allow the smooth functioning of the department and school.
- Promote and protect children's welfare in all aspects of school life, demonstrating clear understanding of safeguarding and Keeping Children Safe in Education (KCSIE).



# Person Specification

## Skills, Experience and Qualifications

- Strong communication and customer service skills.
- Basic functional literacy skills (reading, writing and understanding instructions).
- Basic IT skills including email, Microsoft Word and Excel, and the ability to update simple digital or helpdesk systems.
- Ability to work independently and collaboratively within a team.
- Good decision-making, time management and prioritisation skills.
- Resourceful and flexible with a practical approach to tasks.
- Understanding of basic Health and Safety, particularly Manual Handling and the use of lifting equipment.
- Ability to undertake physically demanding tasks as part of a manual workload.
- Experience working under pressure and meeting deadlines.
- General maintenance and repair skills.
- Full UK Driving Licence.

## Person Specification

- High levels of initiative and energy and readiness to work hard.
- Ability to manage intensity and overcome frustrations.
- Ability to exercise self-care and prioritise wellbeing.
- Positive and enthusiastic attitude.
- Supportive, generous and sympathetic approach.
- Constructive and imaginative problem-solving.
- Readiness to learn, share ideas and listen.
- Willingness to adapt and demonstrate a growth mindset.
- Motivated by high standards and pride in quality work.
- Sense of school spirit and teamwork.
- Recognition of work as a source of satisfaction and enjoyment.





**Be Kind  
Be Thomas's**