



LITTLEGARTH
Big Opportunities

MAINTENANCE AND GROUNDS TEAM MEMBER

Littlegarth School
Horkesley Park
Nayland, Colchester
CO6 4 JR

01206 262 332 | recruitment@littlegarth.org



ABOUT LITTLEGARTH SCHOOL

Littlegarth School is a warm, family-centred independent prep school for children aged 2–11. We pride ourselves on being a kind, caring and ambitious community where every child is known and nurtured. Our beautiful setting and small class sizes allow us to offer a rich, inspiring curriculum and a genuine love of learning.

We are seeking to appoint a motivated and hard-working Maintenance and Grounds Team Member to join our site team and ensure the school's buildings and facilities are in top condition.

MAINTENANCE AND GROUNDS TEAM MEMBER

Job Title	Maintenance and Grounds Team Member
Location	Littlegarth School, near Nayland (North of Colchester)
Contract	Full-time, 40 hours per week

As a Maintenance & Grounds Team Member, you will play a crucial role in the upkeep and maintenance of the school's buildings and facilities. You will be responsible for identifying, diagnosing, and resolving a wide range of maintenance issues, carrying out repairs, and coordinating with specialist contractors when necessary. The role will also cover some grounds maintenance duties alongside the grounds team. Working as part of a small site team, you will ensure that the school remains a safe and welcoming environment.

The core working hours are from 8.30am- 4.30pm Monday to Friday. The salary range for this role is £29-31k.

Applications are on the school's application form, which can be found on the school's website: <https://www.littlegarth.org/about-us/vacancies/>

KEY RESPONSIBILITIES

The list of duties below goes some way towards describing the role, but is by no means exhaustive:

- Carry out planned and reactive maintenance across all school buildings and facilities.
- Diagnose faults and undertake repairs in carpentry, plumbing, decorating, and general maintenance.
- Perform minor refurbishment works and improvements.
- Conduct regular inspections and identify maintenance requirements.
- Assist with room set-ups, furniture moves, and preparations for school events.
- Support statutory compliance activities and maintain appropriate records.

- Ensure cleanliness and safety across the school premises.
- Manage inventory of maintenance supplies and place orders as needed.
- Coordinate and oversee external contractors for specialized work.
- Assist in snow and ice removal during the winter season.
- Monitor HVAC systems and arrange proactive maintenance.
- Arrange the setup and maintenance of school security systems.

REQUIREMENTS

ESSENTIAL:

- Proven experience in building maintenance or facilities management.
- Practical skills in carpentry, plumbing, decorating, and general repairs.
- Ability to diagnose maintenance issues and identify repair solutions.
- Willingness to work outside usual core hours and be part of an on-call rota.
- Sound understanding of health and safety requirements.
- Full clean UK driving license.
- Physical capability to carry out manual tasks and handle equipment.
- Effective communication skills and the ability to work as part of a team.

DESIRABLE:

- Recognised qualification in a relevant trade.
- Experience working within a school or similar multi-building estate.
- Knowledge of statutory building compliance.
- Experience managing external contractors.
- Experience with grounds maintenance and landscaping.
- Basic understanding of electrical systems and safety.
- Familiarity with using maintenance management software.

MAINTENANCE AND GROUNDS TEAM MEMBER

TO APPLY

Please send a completed application form (available from the Vacancies section of the school website) and a covering letter outlining your suitability for the role to dfountain@littlegarth.org for the attention of the Operations & IT Manager, Dan Fountain.

We reserve the right to interview and appoint a suitable candidate and close the vacancy at any point.

Littlegarth School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to appropriate safeguarding checks.



ADDITIONAL BENEFITS



EMPLOYEE ASSISTANCE PROGRAMME

Provides free and confidential advice, including a series of face-to-face counselling sessions, online and phone support and wellbeing app



WELLBEING INITIATIVES

- Staff room treats
- Regular 'thank yous'
- End of term celebrations



MEALS AND REFRESHMENTS

- Morning snack, fruit, tea and coffee available
- Lunch provided



OCCUPATIONAL HEALTH

Professional help to both staff and the school where work-related adjustments may be required



FINANCIAL WELLBEING

- Regular benchmarking of our salary scales
- Emergency financial assistance loan and salary advances
- Pension and biennial 1:1 pension advice



PROFESSIONAL DEVELOPMENT

- INSET and regular training opportunities to develop skills
- Apprenticeships



ADDITIONAL BENEFITS

- Welcoming community of staff and parents
- Free car parking
- Beautiful 28-acre site with a multitude of wildlife, plenty of green spaces, and fresh air
- A genuinely kind, supportive, and welcoming staff team