



Royal Grammar School

Amersham Road, High Wycombe, HP13 6QT

Website: www.rgshw.com

A selective day and boarding school for 1420 boys

Maintenance Apprentice

Full time / All Year Round / Fixed term for 2 years

37 hours per week
£23,797 per annum (£12.33 per hour)

Closing date: 8.00am, Thursday 24 April

Applications should be made to the Headmaster, Philip Wayne (dmc@rgshw.com) or via an online application.

Earlier applications would be welcome and shortlisted candidates may be interviewed before the closing date.

The selection process is outlined within this pack.

The Royal Grammar School is committed to promoting the safety and welfare of all pupils.

Appointment is conditional upon at least two satisfactory references.

All staff are required, before taking up post, to undertake an enhanced criminal record check through DBS.

Social media checks will be carried out on shortlisted candidates prior to interview

Information for Candidates





From the Headmaster

RGS is an exceptional place with a proud tradition, dating back 1562, of educating young minds.

We have high academic standards, excellent examination results and consistently feature amongst the top state schools in England. Almost all students progress to good universities including approximately 14 – 18 to Oxford and Cambridge, other stellar institutions and to the USA.

Our broad, balanced and very ambitious curriculum is not the full story and we look far beyond its confines with a vast array of co-curricular opportunities unparalleled, I believe, in the state sector.

Our innovative teachers deliver a high-quality classroom experience combined with exceptional pastoral care. We ensure that, in this large school, every student is known as an individual.

We encourage all Wycombiensiens to be self-confident, positive, healthy and enquiring, living and breathing our values of Respect, Integrity and Aspiration embodied through a modesty of manner. The result is a happy, close-knit community where we enjoy each other's company, and friendships for life are formed.

Most of our students are day students. Boarding, however, has a unique capacity to shape the lives of young people and RGS offers this provision to 70 boys. Full and weekly boarding is on offer and plays a substantial role within the life of the school.

You will very much enjoy working with the students here who are courteous, committed, caring and entertaining. The commitment and dedication of staff who all work towards achieving our vision are the vital component in ensuring the success of RGS. We are looking for well-qualified, enthusiastic and caring colleagues to join us who are passionate about their subject and responsibility, and are willing to go the extra mile to be a part of our exciting journey.

I hope that you find the information of use and look forward to receiving your application if you feel that this opportunity would suit what you have to offer. Thank you for your interest in RGS.

I am delighted that you are considering joining us.

Philip Wayne [Media Video](#)



Information

Job Purpose

We are seeking to appoint a Maintenance Apprentice to join our Estates Team. The postholder will have an eye for detail and a 'have a go' approach. Working as part of the maintenance team, the Maintenance Apprentice will assist with delivering a planned and responsive maintenance service to all areas of the school and grounds. You will develop valuable trade skills in plumbing, property maintenance, etc.

Essential Requirements

- An interest in property maintenance
 - A desire to work hard, and ability to use own initiative
 - Punctual, hardworking and committed
 - Willingness to get hands dirty and learn on the job
 - Ability to use computers for recording of some tasks and completing College and apprenticeship training
 - Understand and respect confidentiality
 - Able to interact with students and adults
 - Physical fit able to lift, carry, climb
 - Happy to ask for help
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Job Description Maintenance Apprentice

Accountable to: Estates and Facilities Manager

Key Responsibilities

Estates Maintenance

- Undertake general maintenance tasks. This may include basic plumbing, carpentry, painting, decorating, general repairs and portage tasks
- Under supervision, you will learn to identify and resolve common property maintenance issues
- Assist in scheduled maintenance tasks to ensure the longevity and efficiency of property systems
- Assist with responding to reactive maintenance requests and emergency repairs
- Assist with School sustainability projects
- Monitor standards of estate and facilities and report outcomes to the Estates & Facilities Manager

Other Tasks as required

- Undertake grounds maintenance under the direction of the Estates Manager
- Work to agreed plans, with realistic timescales finishing tasks to completion
- If necessary, be prepared to change tasks at short notice in an emergency
- Undertake any other tasks as directed by the Estates Manager or Compliance Support Officer.
- Support with snow clearance and site safety as required
- Communicate with colleagues, supervisors, and clients in a professional and courteous manner
- Assist in completing paperwork and maintaining accurate records of work completed

General

- To undertake training to gain a knowledge of health and safety
- Attend college or training provider sessions as required to complete the apprenticeship course
- Work safely according to risk assessments and as necessary in respect of manual handling, display screen equipment, working at heights, control of substances hazardous to health, noise and personal protective equipment
- Ensure tools and equipment are kept clean, well-maintained, and in good working order
- Wear and use suitable Personal and Protective Equipment (PPE as appropriate)
- Flexibility to cover additional school events in the evening eg open days/parents' evenings and evening/weekend lettings (for which time in lieu will be given)
- To support other members of the site team and cover for absence from time to time
- Support the aims and ethos of the school, setting a good example in terms of dress, behaviour, punctuality and attendance

- To undertake any other task reasonably requested by the Headmaster

This job description is written at a specific time and is subject to change as the demands of the governors and needs of the School change. The role requires flexibility and adaptability and employees of the School need to be aware that they may be asked to perform tasks and given responsibilities not detailed in this job description.



This is general information for all who apply for a post at RGS. Some of it will not be relevant to this post, but I trust that you will find it useful in forming a picture of the School.

Support staff at RGS

Support staff at RGS provide a vital role in ensuring that the School not only runs smoothly but continues to develop. Whether joining one of the administration teams, being a technician, a learning support assistant, gap student, and working on the finances or around the extensive school estate, RGS welcomes colleagues from all backgrounds to bring an added dimension to our staff body. A range of roles exists from part time, term time only to full time and support staff have excellent opportunities to contribute towards school life. Although we do not ask our support staff to undertake teaching roles, we warmly encourage participation in school trips and co-curricular activities as identified above, and will always welcome a discussion with those who may wish to train.

Facilities at RGS

- All-weather sports facilities
- Rolling programme of classroom and laboratory refurbishment into 'state of the art' learning spaces
- Purpose-built language and music suites
- The Rennie Mathematics Building with extensive, modern facilities
- Purpose-built Fraser Youens Boarding House for 70 boarders [Boarding Video](#)
- Swimming pool
- New Sixth Form Centre

Salary, benefits and wellbeing at RGS

Support staff are paid on the RGS scales, which are closely related to the locally negotiated Buckinghamshire Council pay range. For the benefit of support staff, the School participates in the Local Government Pension Scheme. We are a mutually supportive team and endeavour to ensure that all staff have a healthy work / life balance.

We offer	Wellbeing
<ul style="list-style-type: none"> ● Excellent pension scheme ● Cycle to work scheme ● Free membership of the School's Fitness Suite ● Free use of the swimming pool ● Tax efficient purchases of gadgets through the tech scheme ● Staff common room with free tea & coffee ● On site hot and cold food ● Social functions/concerts/plays etc ● Car parking onsite ● Accommodation (limited) ● Long service awards 	<ul style="list-style-type: none"> ● Staff football ● Staff Yoga ● Staff badminton ● Staff tennis ● Staff touch rugby ● Christmas party ● Secret Santa ● Wellbeing week ● End of term get-togethers ● Staff birthday cake breaks

Common Room at RGS

The Common Room exists as a formally constituted body of the teaching and support staff within the School. The committee consists of a Chairman, Treasurer and Secretary. The Common Room provides a cohesive, stimulating and enjoyable environment and a variety of social functions are organised throughout the year.

The Common Room is well equipped and includes tea and coffee making facilities, provided free of charge to all staff, a lounge, kitchen area and staff shower rooms. On a day-to-day basis, the Common Room acts as an important facility for staff to meet socially, collect mail and circulars, share information with others and relax!

Appointment

The Royal Grammar School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to:

- the obtaining of an enhanced DBS clearance;
- confirmation of your eligibility to work in the UK;
- receipt of two satisfactory references; and
- social media checks.

Equal Opportunities

The Royal Grammar School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation. Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice. The Headmaster is responsible to the Governors for monitoring this policy. The school operates an Equality Cohesion Policy. The School is a non-smoking establishment.

Results

Our results speak for themselves. We do not, however, rest on our laurels and set ourselves ambitious targets

- 90% of our students accepted higher tariff universities
- 14 students were offered unconditional places at Oxbridge

Values

Respect - Integrity - Aspiration

Vision

- Our vision is to offer our students an exceptional all-rounded education

Mission

At RGS we nurture the individual potential and character of every student to help them become confident, socially responsible young people, prepared for happiness and success in their adult lives.

Our commitment to your development

Staff at RGS are dynamic, talented and innovative. We have an excellent reputation in preparing colleagues for the next stages of their career whether as teachers or support staff and will find a wealth of opportunities available here with regard to their professional development. We ask that all staff choose and sign up to something that genuinely interests and excites them and that they work on this throughout the course of the academic year. We currently have staff undertaking NPQs, staff involved in our Challenge Senior and Middle Leaders courses and approximately 45 staff involved in our Strategy Groups which are designed to feed into our school priorities. Additionally, we offer First Aid courses, Mountain Leaders courses and Health and Safety qualifications but to name a few. See [here](#) for more details.

High Wycombe

The Royal Grammar School is about one mile from the centre of High Wycombe, which has a large shopping precinct, several out-of-town shopping areas, a theatre, two multiplex cinemas, new sports centre with a 50m competition pool and a large Waitrose. High Wycombe is 25 minutes from London Marylebone on a fast train, the station being 10 minutes' walk from the school. The town is well-served by cultural and sporting activities. There is considerable apartment accommodation in the town itself though within a short distance the suburbs, with a range of housing stock, commence in all directions. High Wycombe is surrounded by attractive villages, which offer a range of housing from idyllic cottages to large detached properties in the countryside. The town of Marlow, an attractive riverside market town, is a few minutes' drive and Oxford is easily reached via the M40 or by train. Buckinghamshire is renowned for its schools with a range of excellent state primary schools, prep schools, grammar schools and non-selective secondary schools.

How to apply

Please complete the application form. Further information should be added to the 'supporting statement' section in the form. If you wish to send your cv, please email it directly to the Headmaster's PA at dmc@rgshw.com.
