**Post:   Pool Support and General Maintenance**

**Reports to:   Estates Manager**

**The school**

Windlesham House School, set in 60 acres on the West Sussex South Downs, is one of the country’s leading IAPS co-educational boarding and day prep schools for children aged 4 to 13.

**The Role**

We are looking for a pool support and general maintenance to join our busy Estates team to be responsible for the upkeep of our new Sports Complex which includes a 25 metre 6 lane swimming pool, 4 indoor playing courts, changing rooms and offices. The successful candidate will have good all-round maintenance knowledge and some previous experience in pool maintenance.  
  
**Responsibilities.**

Pool support and general maintenance you will be responsible for the general upkeep and cleanliness of the swimming pool, poolside areas, and sports hall; including day to day testing of water quality to ensure that it is maintained in a safe and serviceable condition, and a regular sweep and clean of the sports hall floor. The successful candidate will also be expected to carry out general scheduled and preventative maintenance and repairs to the swimming pool’s mechanical, electrical, and plumbing systems and within the wider sports complex. Also, as a member of the maintenance team, additional maintenance tasks, which could include general maintenance, painting, and responding to the needs of the school community, and help setting up for school and external events will also be part of the role on a regular basis.  
  
**Pool Support and General Maintenance Job Requirements**

* Be familiar with basic pool testing and maintenance requirements.
  + Water testing
  + Back washing
  + Basic scheduled maintenance
  + Poolside cleanliness including pool vacuuming.
* Be prepared to undertake an enhanced pool maintenance course.
* Have a working knowledge of H&S, particularly COSHH.
* Be able to work unsupervised.
* Be highly motivated.
* Familiar and willing to undertake the cleaning activities associated within the Sports Hall and Activity Suite
* Ability to problem solve and be a team player.
* Attend to maintenance requirements in the wider School area when Premises staff are unavailable or when priorities dictate.

**Qualifications and Experience**

Essential:

* Experience with pool plant, ideally in a commercial setting.
* Experience in a maintenance capacity, with reactive and preventative maintenance schedules.
* Live within proximity of the school, with a willingness and ability to attend the school out-of-normal hours for events or in an emergency.
* Be able to work alone, and within a team.
* Be able to problem solve and resolve issues within safe remit.
* Recognise and evaluate safe working of air handling units and building systems (BMS).
* Valid driving licence

Desirable:

* Good organisational, administrative & computer skills.
* Responsive to change.
* Experience with legionella compliance.
* RLSS lifeguard, or willing to carry out the training upon contract.
* L8 legionella responsible person certificate, or willing to complete upon employment.
* Driving licence D1.

**Hours & Salary**

As pool support and general maintenance, you will work 40 hours per week.

Some out of hours call out shifts may be required. Undertake out of hours On-Call cover on a 1 in 7-week cycle. Mileage will be paid.

Monday to Thursday 10:00am – 6:00pm

Sunday 07:30am – 3:30pm

In holiday times an earlier shift can be discussed.

Meals are provided whilst on duty and when the school is in session.

**Compulsory Workdays**

As part of the school’s event programme, there are a few events that will be required for all estates staff to attend to ensure a safe and smoothly running event. In addition, there may be opportunities to help with other events that run throughout the year.

Open Day 8 hours – single time

Sports Day 6 hours – single time

Bonfire Night 4 hours – single time

Carol service 4 hours – single time  
  
Candidates must be willing to undergo appropriate child protection screening,

including checks with past employers and the Disclosure and Barring Service.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.