



## MARLBOROUGH COLLEGE

### Job Description

<b>POSITION:</b>	Apprentice Plumber
<b>DEPARTMENT:</b>	ESTATES
<b>RESPONSIBLE TO:</b>	M&E Manager
<b>SALARY:</b>	Available on Request. Salary is dependent, on existing qualifications, skills and experience of the successful candidate.
<b>HOURS OF WORK:</b>	<p>39 Hours per week over 5 days Monday to Thursday 8.00 am to 12.00 pm, and 12.30 pm to 4.30 pm, with a half hour lunch break and Friday 8.00 am to 12.00 pm, and 1 pm to 4.00 pm with a one-hour lunch break.</p> <p>In addition to the above, Plumbing staff will be required to participate in a standby rota for emergency call-outs as directed by the M&amp;E Manager.</p>

### CALL OUTS/OVERTIME:

The nature of your role will require you to occasionally work outside the above times, as necessary, in order to fulfil your duties. When “called out” you will receive a basic payment plus the appropriate overtime payment. Paid overtime must be agreed in advance with your Line Manager and will be paid at the appropriate rate for the hours worked, i.e. time and a half, or double time. Overtime is not guaranteed.

### The College:

Founded in 1843, Marlborough College is the UK’s largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls’ houses, six boys’ houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at [www.marlboroughcollege.org](http://www.marlboroughcollege.org).

### **Marlborough College Mission**

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

### **Main areas of the role**

To ensure you learn and understand the requirements through internal and external training to enable you to confidently carry out all appropriate repairs, maintenance and improvement of the College's domestic/commercial plumbing & drainage installations in an effective and efficient manner and in accordance with good building practice and current building regulations. You will gain a clear understanding of H&S legislation, installation methods, fault finding practices and general plumbing skills throughout the course of your apprenticeship. To attend training through external providers and complete coursework as required

The following is not a finite list of duties but provides an outline of the types of typical tasks that you will be required to carry out on a day-to-day basis.

- General fault finding and rectification of plumbing defects.
- Installation, maintenance and repair of sanitary ware and associated pipework and fittings.
- Installation, maintenance and repair of rainwater goods.
- Repairs and alterations to pipework and fittings.
- Installation, maintenance and repair of existing foul and surface water drainage.
- Installation of new water services, drainage and associated fittings in teaching & administration areas, laboratories, boarding houses and residential dwellings.
- Alteration of existing equipment, pipework and fittings to achieve compliance with Regulations and ACOP's as required.
- Assist in the maintenance and repair of kitchen and laundry equipment under supervision.

- Liaising with Team Leader regarding additional work by other trades, which may be necessary.
- Alteration of existing equipment, fittings and pipework to enable other trades to work.
- Completion of job paperwork (paper or electronic) accurately and in a timely manner.
- Participate in standby rota for emergency call outs.
- Assist the Heating Engineer in the installation, maintenance and repair of gas and oil-fired heating systems.
- Maintenance, repair and renewal of heating system associated equipment e.g. cold water storage tanks, ball valves, radiators, pipework fittings etc.
- Ensure safe and efficient use of all machinery, materials and tools used in connection with job role and follow safe working practices at all times.
- Leaving work places clean, tidy and safe at all times.

### Heights/Enclosed Spaces

You may be required to work at height and in enclosed spaces. All safety equipment will be provided by the Estates Department.

### Additional Works

The main role of the Estates Department is to support the school in its daily work. You may from time to time be required to assist with preparations for summer school, other activities, and special occasions

### Person Specification

	Essential	Desirable
<b>Education and qualifications</b>		
Grade 4 at GCSE English and Maths	✓	
You may have made a start on NVQ Level 2 or higher or be part qualified and looking to complete an apprenticeship		✓
Possession of a valid driving licence		✓
<b>Knowledge and Experience</b>		
Experience of domestic or commercial plumbing and heating installations		✓
You are working towards gaining the technical skills to carry out duties to a satisfactory standard and an acceptable level of productivity in plumbing or another trade		✓
Experience of working in a school or regulated environment		✓
Experience of using Microsoft Office and are willing to learn to operate our scheduling and reporting software	✓	
<b>Skills and Abilities</b>		
Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school	✓	
You will demonstrate an understanding and awareness of safety issues in the workplace		
Excellent verbal and written communications skills	✓	
Approachable and confident demeanour	✓	
Positive and proactive approach with the confidence to support new initiatives	✓	

Flexibility to adjust to change and development	✓	
Ability to work as part of a team, building strong working relationships with all colleagues	✓	
The ability to organise, work independently and problem solve	✓	
Ability to handle confidential information with complete discretion	✓	
Self-motivated and capable of working with minimum direction	✓	

## General Responsibilities

### Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

### Safeguarding Statement (Updated Mar 2024)

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's

objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

### **Confidentiality & Data Protection**

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

### **Health & Safety**

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

### **Mandatory Training**

All staff are expected to complete the following mandatory training prior to their employment start date:

- A Guide to UK Data Protection: Education
- Equality and Diversity
- Fire Safety in Education
- Health and Safety in Education: Staff Awareness
- Keeping Children Safe in Education 2024 Part 1 Questionnaire
- Moving and Handling
- Online Safety
- Working with Display Screen Equipment
- The Prevent Duty

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

### **Job Description**

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job

descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

**Signed:** ..... **Date:** .....

**Print Name:** .....