



## Clerk of Works

An exciting opportunity for a pro-active and dynamic manager. The Clerk of Works is responsible for the effective day-to-day management, maintenance, and security of the school site, ensuring a safe, clean, and well-maintained environment for pupils, staff, and visitors. The role includes line management of site staff, oversight of external contractors, and responsibility for health and safety compliance, ensuring all works are carried out to the required standards and in line with safeguarding and statutory requirements.

Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to:	School Bursar
Hours:	37.5 hours per week, usual hours Monday to Friday 08:00 – 16:00, with half hour unpaid break. Flexible working hours may also be required in the case of emergency or staff shortage.
Salary:	University of Cambridge Salary Spine points 8.1 to 8.11 (£43,310 to £56,535) depending on experience.
Pension:	The School operates a defined contribution pension scheme, which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.
Start date:	April 2026

## The School

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent prep school. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now educates more than 400 boys and girls aged 4 – 13 following the traditional preparatory model. We have around 40 boarders, including our choristers; we offer full boarding, weekly and flexi-boarding. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

The choristers are occasionally required to be at school during holiday time (e.g. Christmas and Easter), and therefore, the Clerk of Works may be required for occasional duties.

## The Maintenance Department

The Maintenance Department is a busy group with a friendly team of 5 working together to maintain the grounds and buildings of the entire school site.

## Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• A professional qualification in at least one area of site maintenance e.g. electrician, plumber</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Prior experience working as part of a maintenance team.</li> <li>• Prior experience of supervising a team of staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or similar environment with children and young people (either paid or unpaid).</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Practical DIY skills to carry out minor repairs.</li> <li>• Good problem-solving skills.</li> <li>• Awareness of health, safety, security and hygiene issues.</li> <li>• Basic computer skills.</li> </ul>	
Skills & Ability	<ul style="list-style-type: none"> <li>• Effective communication skills, both in verbal and written format.</li> <li>• Ability to work effectively as part of a team and to apply given instructions.</li> <li>• Ability to use own initiative.</li> <li>• Ability to react calmly and quickly in an emergency.</li> <li>• Polite and friendly.</li> <li>• Reliable and practical.</li> </ul>	<ul style="list-style-type: none"> <li>• A good sense of humour.</li> </ul>

## The Role

The post holder will be expected to:

- Take responsibility for full preventative rolling maintenance programme.
- Manage the routine maintenance of the School buildings and surrounds within an agreed annual budget, as advised by the School Bursar.
- Undertake routine plumbing and minor maintenance tasks as time permits, and to employ (in conjunction with the School Bursar) outside contractors where the task is too complex or too large to undertake from our own resources
- Manage the annual maintenance budget allocation and service contracts, reporting to the School Bursar.
- Liaise with, and supervise of outside contractors with whom the School holds maintenance agreements for specific items of plant and equipment.
- Provide advice to the Bursar on the state of the school buildings and necessary improvements that may be required to keep pace with current Health and Safety legislation.

- Manage the Maintenance Team, delegation of tasks where appropriate.
- Conduct appraisals of the Maintenance Team.
- Take responsibility for site security.
- Manage the use and maintenance of the School's minibuses including hiring replacements when required.
- Manage the allocation of keys to staff, including record keeping.
- Be a member of the School's Health & Safety Committee.
- Undertake day-to-day management of Health & Safety in accordance with School procedures, including to:
  - Ensure adequate School site fire and emergency procedures are in place.
  - Ensure testing of fire alarm and emergency lighting systems in accordance with written procedures.
  - Ensure arrangements for annual inspection of fire extinguishers, including recordkeeping, are in place.
  - Arrange 14 monthly LEV inspections of fume cupboards and spray boards.
  - Arrange annual inspection and maintenance of lightning conductor.
  - Arrange annual inspection, cleaning, and maintenance of solar panels.
  - Arrange annual inspection of fuse boards with thermal imaging.
  - Arrange annual testing of the kiln in the Art Department.
  - Arrange annual testing of the site fire hydrant.
  - Arrange annual testing of the SCC retractable seating.
  - Arrange quarterly testing of all lifts on site and ensure maintenance.
  - Arrange annual inspection of all sport and PE equipment.
  - Arrange annual inspection of Adventure Playground and Pre-Prep Playground equipment.
  - Arrange annual certification of RP2 valve in the Briggs building boiler house and supply confirmation to Cambridge Water.
  - Ensure arrangements and records for annual inspection of water storage tanks and heating and cooling systems are in place.
  - Ensure arrangements and records for gas safety checks are in place.
  - Ensure arrangements and records for testing of swimming pool water quality are in place.
  - Ensure all accident and incident investigations are thoroughly conducted and recorded.
  - Provide health and safety training to staff as necessary.
  - Conduct regular checks and surveys of asbestos and maintain the appropriate register.
  - Ensure arrangements for electrical and stage lighting testing,
- Any other duties as detailed by the Head or School Bursar.

## Health and Safety

- To ensure the Maintenance Department complies with or exceeds all the current Health & Safety legislation; to attend and actively contribute to the School's Health & Safety Committee.
- To keep abreast of legislation and regulatory developments to ensure the School remains compliant.
- In coordination with the School Bursar, to ensure risk assessments for the Maintenance Department are reviewed regularly and any actions identified by such assessments are carried out in a timely manner.
- To ensure department security procedures are followed diligently by all staff.
- To safeguard staff health and safety by ensuring that members of the department follow the necessary rules and regulations when using equipment.
- To be familiar with the School's fire safety procedures and participate in fire drills.

## Safeguarding & Child Protection

- To be familiar with the relevant School policies, in particular the School's Safeguarding and Child Protection Policy and to follow the School's procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact the Designated Safeguarding Lead with any concern about a child at the School.

## Benefits

- Meals provided when on duty during term time. Snacks available during holidays.
- Generous holiday entitlement
- Staff health scheme
- Cycle to Work Scheme
- Use of School sports facilities
- The School participates in a pensions auto enrolment scheme.

## Holidays

Entitlement is 30 days per year, plus bank holidays and (non-contractual) extra days at Christmas/New Year to bridge the gap between the two. Public and Bank Holidays occurring during school terms may well be working days. Holidays must be authorised in advance with the School Bursar.

## Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;
- Statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;
- Parental leave; and

- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

## Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Health and Safety at Work;
- Working at Height;
- Manual Handling;
- Basic GDPR; and
- Fire Awareness and Fire Warden

You are also entitled to take part in various training courses, which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from the School Bursar.

## Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

## How to apply

Candidates should return the following documents by **9am on Thursday 29<sup>th</sup> January 2026**:

- Application form together with a handwritten cover letter;
- Document detailing your reasons for applying and suitability for the role;
- Reference consent form;
- Equality and Diversity monitoring form (optional).

Please submit your application to: Mrs Yvette Day, Head and Master over the Choristers, King's College School, West Road, Cambridge, CB3 9DN; e-mail: [jobs@kcs.cambs.sch.uk](mailto:jobs@kcs.cambs.sch.uk).

Interviews will be held in the week commencing 2<sup>nd</sup> February 2026.

*January 2026*