



## **Job Description Plumber**

Department: Estates

Responsible to: Estates Manager

Reports to:

### **Background**

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid-Sussex with around 400 employees and a turnover of some £25 million pa. It is both a stimulating and a pleasant place to work.

The College is amongst the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Preparatory School, and Pre Prep with just over 1,100 pupils in all. Over half the pupils in the Senior School are boarders (flexi or weekly).

The Headmaster and Senior Leadership Team are responsible for the day-to-day management of the College, with the Head as Chief Executive.

### **Role Summary**

The Plumber reports directly to the Estates Manager, who is responsible for the day-to-day management of the buildings of the College.

The primary function of the jobholder as a supporting member of the plumbing/ heating team will be to maintain the plumbing and heating systems within the College and its associated domestic properties to an excellent standard. Maintain healthy building environments to ensure minimum disruption to the core business while also delivering value for money.

Support compliance with statutory responsibilities for plumbing and heating including health and safety. To keep abreast of new developments and technologies. At times it will be necessary to work in cooperation with other trades and labourers to ensure that all specifications, legislation and policies are met, and to ensure efficient completion of any project.

### **Principal Responsibilities**

**Plumbing:** Duties will include all aspects of wet plumbing including installation and maintenance of both domestic and boarding house bath/washrooms and kitchen services, dealing with blockages to storm and foul water outlets and ensuring a potable cold water supply is maintained.

**Heating:** Duties include to work in tandem with the Plumbing and Heating Engineer as required to support the maintenance, repair, servicing and installation of heating, boiler and hot water systems both domestic and commercial. Previous experience completing heating and boiler installations, servicing, repairs and fault finding



would be advantageous but not essential. Experience with combination boilers, water heaters, cookers, gas fires and meters would also be advantageous.

The College is committed to reducing its energy consumption and carbon footprint. It is envisaged that the Heating Engineer will have a key role in the development and implementation of energy saving programmes.

Duties will include, but are not limited to;

- Responsibility for all aspects of plumbing and supporting the completion of domestic heating repairs in accordance with current regulation and legislation.
- Monitoring of all current commercial boilers for faults and deal with any arising, as appropriate in accordance with current regulation and legislation, supporting the management of repair, servicing and replacement as required.
- Supervision of plumbing and heating contractors to ensure compliance with current regulation, legislation and College policies and procedures together with delivery of both value for money and service excellence through supporting benchmarking and contractor review meetings.
- Responsible for ordering plumbing and heating materials where required with consideration to cost, quality and delivery.
- Trace, diagnose and rectify faults as appropriate
- Maintain, utilise and maximise the potential of the existing BMS provision
- Assist the Estates Manager and Plumbing and Heating Engineer in reducing energy and water costs and developing sustainability policies
- When directed take part in the College Emergency and Crisis Management Procedures as required
- Any other duties arising, as and when required.

## Person Specification

Criteria	Essential/ Desirable	How Assessed
<b>Qualifications</b>		
NVQ or City & Guilds Level 2 qualification or above (Plumbing and Heating).	Essential	Certificates
NVQ or City & Guilds Level 3 qualification or above (Plumbing and Heating)	Desirable	Certificates
<b>Experience</b>		
Maintaining plumbing and heating systems, breakdowns, leaks and blockages	Essential	Application Form / Interview
<b>Knowledge &amp; Understanding</b>		
Good working knowledge of Microsoft Office packages and other IT software.	Essential	Application Form / Interview
Using Building Management Systems (BMS)	Desirable	
<b>Skills and Competencies</b>		
Enthusiastic and able to motivate one's self	Essential	Application Form / Interview
Able to work collaboratively as part of a team, with warmth, empathy, a sense of humour and a ready smile	Essential	
The ability to communicate effectively (verbally and in writing) with all members of the College community	Essential	
A commitment to the College's safeguarding policies and procedures	Essential	
Proven ability to keep accurate records and certification	Essential	
<b>Attributes</b>		
Demonstrate an understanding of good practice in H&S at work responsible in our duty of care to pupils and colleagues	Essential	Interview
Flexible approach to duties undertaken and working hours and able to work as part as a team, if and when necessary, as well as on your own	Essential	
Ability to organise own workload effectively and to deliver work to expected deadlines.	Essential	
Empathy with the independent school sector	Essential	
Passion, integrity and able to use own initiative	Essential	
Able to deal with highly mobile and manual demands of the role	Essential	
Well organised with good time management	Essential	
Enthusiastic, with the ability to foresee what needs doing	Essential	
Willing to acquire and develop new skills and qualifications, if and when necessary	Essential	
<b>Other Requirements</b>		

## Person Specification

Satisfactorily meeting the College's employment checks – Disclosure & Barring Service, health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances
Clean and valid driving licence	Essential	

# Terms & Conditions of Employment

The appointment will be confirmed following six months' satisfactory service.

This job description is current at the date shown below. It may be subject to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

<b>Working hours:</b>	The post is full-time. Normal working hours are 40 hours per week, Monday to Friday, with a one hour (unpaid) break for lunch. Some flexibility will be expected with regards to working overtime in order to meet specific work demands, as and when they arise. Overtime can either be paid or taken as time off in lieu.
<b>Salary:</b>	The starting salary is expected to be in the region of £29,000 pa. dependent upon qualifications, skills and previous experience. Salaries are reviewed annually.
<b>Holiday entitlement:</b>	30 days holiday per annum (inclusive of Public & Bank Holidays and 2 days given over the Christmas/ New Year period when the College is closed) increasing to 35 days after 5 years completed service. Holidays must be taken out of term time.
<b>Additional benefits:</b>	Free lunches are normally available during term time and there is parking on site.  Membership of the College's contributory pension scheme with The Pensions Trust.  Death in service benefit  Child care vouchers and BUPA private medical scheme which employees can subscribe to. Use of College facilities - Library, gym and swimming pool.

Closing date for applications is Sunday 17<sup>th</sup> January 2021.

To apply for this position, please send an application form, your curriculum vitae and a covering letter explaining why you think you are suitable for this role and how you meet the person specification to:

Caroline Hall  
HR Manager  
Hurstpierpoint College  
Hassocks  
West Sussex  
BN6 9JS

Or e-mail to: [jobs@hppc.co.uk](mailto:jobs@hppc.co.uk)