



Royal
Russell

Multi Skilled Tradesperson

Immediate start



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Multi Skilled Tradesperson

Salary: £31,716 per annum

Hours: 37.5 per week, Monday to Friday, all year round

We are looking for an experienced Multi Skilled Tradesperson to join our Maintenance team who undertake the day-to-day internal and external maintenance, and repair and upkeep of the Royal Russell Estate in South London. The team also undertake major refurbishment and upgrading projects throughout the school buildings including the School's boarding facilities.

You will be hard working, reliable, organised and motivated and hold a trade qualification in carpentry and joinery (C&G, NVQ or equivalent). Previous work experience in multi-trade building and maintenance works, along with a full, clean, driving licence are desirable, but not essential. A strong work ethic, a can-do attitude, and a willingness to pitch in to help colleagues are essential. You should also have a knowledge of health and safety requirements.

Members of the maintenance team also need to be able to use their initiative to ensure that their daily tasks are completed to the highest standards, and to have a flexible approach whether working unsupervised or as part of the wider team.

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on Thursday, 22nd May 2025.

Interviews will be held during week commencing 2nd June 2025.

If you have not heard from us within 5 working days of the closing date, please assume that your application has not been successful on this occasion.



Key Responsibilities

The Multi Skilled Tradesperson undertakes proactive day-to-day repairs around the School estate, including, school buildings and staff houses, carrying out refurbishment projects as required as part of the maintenance team.

Duties:

Carry out proactive and reactive remedial carpentry, plumbing, roofing etc. works as required, in support of the maintenance team or planned preventative maintenance team.

Support the wider maintenance team in ensuring that the Royal Russell estate, including St David's Prep School (Purley) is always maintained to the highest level – identifying and proactively rectifying issues.

Undertake planned carpentry works as part of the maintenance team projects.

Undertake minor building works with respect to all trades (re-decoration, dry lining, groundworks etc.)

Advising on need for specialist equipment and tools.

Liaise with Projects & Maintenance Supervisor on timings and work to be completed.

Ensure reasonable protection to materials and property during the works.

Respond to daily requests from staff regarding alterations and repairs in classrooms, boarding accommodation, day houses, and staff properties. This includes general problems relating to health and safety issues and covers plumbing, drainage, sewage, heating, electrics and other repair work.

Liaise with staff and occupants of properties to ensure adequate consultation and minimum of disruption when carrying out maintenance works.

Be aware and observe any opportunity to reduce costs and improve standards and ensure those ideas are shared with the maintenance team.



Key Responsibilities

Health and Safety:

Ensuring adherence and compliance of yourself and all staff working on projects to Health & Safety legislation and all departmental policies and procedures, to ensure the safety of yourself and colleagues as well as pupils, staff and visitors.

Be willing to undertake training and refresher courses as necessary and acquire associated trade skills.

Advise the Projects & Maintenance Supervisor / Estates Manager of any breaches in health and safety.

Participate in and contribute to health and safety risk assessments and method statements relating to the maintenance team.

Ensure safe use of equipment; observe warnings and directions for use of materials and equipment.

Ensure that task appropriate PPE is worn.

Ensure reasonable protection to materials and property during the works.

Erection of scaffolding/ladders in a prescribed safe manner as required enabling works to be carried out.

Other responsibilities:

Ensure the safety and well being of children and young people at the School by adhering to and always complying with the School's Safeguarding and Child Protection Policy.

Ensure correct staff identification is always worn whilst on site and that you clock in and out to ensure good time keeping.

Dress appropriately and in a professional manner, and always wear correct uniform.

Attend Royal Russell Day and Open Day as required.

Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.

Undertake the Schools' performance management/appraisal process.

Be a First Aider.

Be willing to undertake training as necessary and acquire associated trade skills.

Be part of the school's call-out service to provide out of hours cover (for additional payments.)

Carry out any other duties as reasonably requested by Projects and Maintenance Supervisor and Estates Manager.



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days annual leave (for full time support staff)
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the *Children's Barred List*) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1** Car Park
- 2** Reception / Headmaster's Study
- 3** Junior School
- 4** Early Years Centre
- 5** Performing Arts Centre / Auditorium
- 6** Dining Hall / Café
- 7** Chapel
- 8** Great Hall
- 9** Chapel Quad
- 10** Lime Tree Quad
- 11** Aston Webb Building
- 12** Library / Sixth Form Study Centre
- 13** Health & Wellbeing Centre
- 14** Science Block

Sports Facilities

- 15** Swimming Pool
- 16** Sports Hall
- 17** Top Pitch
- 18** The Paddock
- 19** Netball Courts
- 20** North Pitch
- 21** Astroturf Pitch
- 22** MUGA (Multi-Use Games Area)
- 23** West Pitch
- 24** Pavilion

Boarding / Houses

- 25** Buchanan / Reade
- 26** Cambridge
- 27** Hollenden
- 28** Keable
- 29** Latessa
- 30** Madden
- 31** Oxford
- 32** Queen's
- 33** St Andrew's



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www.royalrussell.co.uk

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