HOLDERNESS

Entry-Level General Maintenance Position

Position Description

Holderness School is seeking a full-time member of the Facilities Team to serve in our Maintenance area. The Facilities Department is a team-focused department working to provide a safe, healthy, and comfortable physical environment for Holderness School students and employees by ensuring the proper function of the campus infrastructure and building systems. The successful applicant will be a motivated problem solver, able to communicate well, and work with a diverse group of people. Safety and a positive attitude are a must. **This is a year-round position, Tuesday - Saturday, 7:00 am - 3:30 pm. Anticipated hourly rate: $20.00 - $22.00.**

If interested in this position, please send a resume to holderness-employment@holderness.org. Applications received before November 12, 2026 will be given priority consideration.

Essential Duties and Responsibilities

- Areas of work will include grounds work, including operating hand and ride-on lawn mowers, athletic field set-up, and collecting trash from receptacles around campus and disposing it at the Town Transfer Station.
- Snow shoveling and raking, snow removal (driving of maintenance vehicles)
- Ability to pivot to priorities as requested by either the Facilities Director or Assistant Facilities Director
- Additional related duties as assigned

Qualifications

- A high school diploma is required.
- Must be over 18 years of age.
- Familiarity with or some practical experience in a maintenance-related field(s).
- Communication & Organizational Skills:
    - Ability to read and interpret documents such as safety rules and operating and maintenance manuals.
    - Ability to manage more than one work order at a time.
    - Ability to communicate professionally with high school students, school administrators, and other employees of the School.
- Certificates, Licenses, Registrations:
    - A valid New Hampshire driver's license or the ability to obtain one is necessary, and a commercial driver's license with a passenger rating is a plus.
    - Basic knowledge of the use of standard repair, maintenance, and power tools is helpful.
    - Ability to perform tasks with a minimum of supervision.

- Physical requirements:
    - Ability to lift a minimum of 60 pounds. This job entails the frequent moving/lifting of heavy objects such as trash, beds, furniture & equipment.
    - Ability to climb ladders and work safely at heights.
- Criminal background check required.

Process

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Holderness School offers a comprehensive benefits package that includes health, dental, vision, life insurance, a generous retirement match, paid time off, tuition remission for dependents, paid training and development, use of grounds and facilities, and meals when school is in session.

Overview

Holderness School is a vibrant and caring boarding school community dedicated to our vision of developing the people the world needs most. Educating grades 9-12, our school is home to learners, adventurers, artists, advocates, and athletes surrounded by New Hampshire's lakes and the White Mountains. From epic outdoor experiences and serving the community to exploring intellectual passions, we are committed to fostering the growth and success of our students - each of whom is respected, known, and challenged.

Diversity Mission Statement

Holderness School is a community that celebrates and supports diversity in its many forms. We value the multiple perspectives and experiences that diversity brings to our community. At all times, Holderness strives to create opportunities to collaborate, to broaden the educational experience of all students and adults, and to enrich the lives of all community members.