



Advert

Role	Maintenance Assistant
School	Vermont School
Hours	35 Hours a week, 52 weeks per year Split shift – 7.00am – 10.30am & 2.30pm – 6.00pm Monday – Friday
Salary	Grade 5 or Grade 6 dependant on experience - £27,273- £32,046 FTE (Actual salary £25,799 - £30,314)
Closing date	9 October 2026
Interview date	Week beginning 12 October 2026
Start date	As soon as possible

An exciting opportunity has arisen for a Maintenance Assistant to join our experienced team at Vermont Primary School, a small special school for children with SEMH as the primary area of need on their EHCP. There may be opportunity for this role to develop over the next 12 -18 months as we look to expand the school to a bigger site.

We are seeking a passionate and experienced individual to join our team at Vermont School, a nurturing and inclusive environment catering to children with Social, Emotional, and Mental Health (SEMH) needs. If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

We are part of the Aspire Community Trust, which is a small but fast paced trust consisting of 9 schools, 1 secondary and 8 primaries. Our family of schools are based in the vibrant and diverse city of Southampton, on the South Coast of England. Our trust is based on the co-operative values of self-help, self-responsibility, democracy, equality, equity and solidarity. We believe in openness, honesty, social responsibility and caring for others.

Unlike a Multi-Academy Trust, our schools remain autonomous bodies with their own governing bodies and their own Headteachers. Whilst we are all Foundation Schools that work within the Aspire Community Trust, we also maintain our Local Authority maintained status. This is important – we want to provide a local education that meets the needs of our local context.

Job/person summary:

- To assist our Maintenance Manager to provide support for the ongoing maintenance and health and safety throughout the school grounds.

We can offer you:

- a collaborative working environment;
- trauma informed working practices;
- the opportunity to work with wonderful young people and their families and make a significant difference to their lives
- a supportive senior leadership team who collectively and individually offer a wealth of experience;
- a comprehensive CPD programme;
- an individual induction programme supported by a buddy scheme;
- eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme for support staff;
- exciting move to extensively refurbished new school in the coming 18-24 months

- access to an Employee Assistance Scheme (EAP) for yourself and your family –
 - 24 hour helpline
 - phone and face to face counselling sessions
 - financial guidance
 - legal assistance
 - support & coaching for managers
 - signposting for general help
- a positive, creative and supportive environment

Application procedure

Should you wish to apply for this vacancy, please view the linked documents on our website, [Vacancies | Vermont School](#)

Please return the completed Application form to Mrs Annie Mewett,
recruitment@vermontschool.co.uk

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Vermont School reserves the right to make an appointment before the closing date.

Safeguarding

Vermont School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and fulfilling our statutory obligations as detailed in the DFE statutory guidance, 'Keeping Children Safe in Education'

We are committed to recruiting candidates who share this commitment and therefore we apply robust recruitment and selection procedures to ensure that the people selected are suitable and that all candidates are subject to the appropriate pre-employment checks

Equalities Statement

Vermont School is committed to equality of opportunity and to creating a diverse and inclusive environment for all staff and pupils. We welcome applications from all individuals, regardless of age, disability, gender, race, religion or belief, sexual orientation, or any other protected characteristic. We value the unique contributions that each member of our community brings and strive to ensure that everyone is treated with fairness, respect, and dignity.

Job Description: Maintenance Assistant

Your role:

- Provide support in daily tasks throughout the school sites and grounds
- Provide support to ensure learners and staff have a safe working environment
- Support in carrying out repairs to equipment and building
- Support ensuring consumables are replaced when required (soap, hand towels etc)
- Assist with the setting up of areas for school related activities and functions
- Assist with moving furniture and equipment as required
- Assist with the upkeep and maintenance of the exterior and gardens of the school
- Assist with ordering and stock rotation of consumables
- Any other duties commensurate with the responsibilities of the post and grade which may be required by the or Headteacher

- Commitment to the Beliefs and Aims of the school

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of Vermont School
- contribute as a member of the Vermont team in all aspects of school life to enhance our community
- attend and contribute to staff meetings and INSET days as required
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk
- be aware of health and safety issues and act in accordance with the school's Health and Safety policy
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all pupils
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with pupils, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required
- contribute to the setting of your own performance development targets which ensure Vermont improvement outcomes are met
- regularly review your own practice and set personal targets in consultation with your line manager
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner
- maintain accurate and up-to-date professional development records
- develop effective working relationships and network with local, national and digital agencies to ensure that you are at the forefront of developments within your field of expertise
- disseminate best practice further to CPD opportunities made available to you

NB.

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent in carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post
- This job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post
- To carry out any other duties that are commensurate with the role as requested by the Headteacher

Headteacher/line manager's signature	
Date	
Postholder's signature	

Date	
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Person Specification

Qualifications and training	Essential	Desirable
• Sound understanding of Health and Safety Regulations • Practical experience of Safe Working Procedures and Risk Assessments • Practical experience of building maintenance, minor repair work and gardening	✓	
• First Aid Qualification		✓
Experience/employment record	Essential	Desirable
• Ability to build effective working relationships with staff and other stakeholders • Confident ICT user	✓	
Skills & Knowledge	Essential	Desirable
• Ability to use own judgement to solve routine problems/issues • Understanding of key safeguarding issues and procedure	✓	
• Ability to use appropriate machinery as necessary to fulfil the duties of the post		✓
Personal qualities	Essential	Desirable
• Approachable with excellent interpersonal skills • Initiative to solve minor problems • Good time management, with the ability to set and work to personal deadlines • Reasonable level of physical fitness • Can-do attitude	✓	
• Previous experience working in a school environment		✓