



Job Description

Job Title	Maintenance Technician
Location	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD
Salary	Circa £26,000pa depending on qualifications and experience
Hours	Full-time, will consider part-time or term-time for the right candidate
Contract	Permanent
Holiday	33 days including Bank Holidays, pro-rata for part-time
Reporting to	Site & Maintenance Manager
Closing date	31st August 2025 but reviewing on a rolling basis.

About Ufton

At Ufton, we know learning outside the classroom gives children the freedom to flourish. We run experiential programmes that deep children's knowledge and connection to nature, history and the self. Our team of skilled educators know how to make learning fun and bring out the best in all children, whatever their needs and whoever they are.

We give children a safe space to learn about themselves and see everything in a new light, helping them grow up more confident, curious and capable.

Role Overview

This is a rare opportunity to work as part of a warm and skilled team at one of West Berkshire's most beautiful historic sites. As our new Maintenance Technician, you'll help look after Ufton Court – a Grade I listed Tudor manor house, wooden buildings and grounds; ensuring it is safe, well-maintained and ready for children's learning adventures, weddings and events.

You'll carry out hands-on maintenance, repairs and improvements across buildings and grounds. You'll also play a key part in setting up and supporting events, solving problems as they arise and helping to care for a much-loved heritage site that's full of life, laughter and learning.

We're looking for someone practical, proactive and kind – ideally with some basic carpentry skills or maintenance experience – who takes pride in doing things well and thrives in a busy, purposeful setting.



Key responsibilities

Maintenance and repairs

- Perform routine maintenance and repair tasks, including plumbing, electrical, carpentry, painting, and general repairs.
- Respond to work orders and maintenance requests in a timely manner.
- Ensure all work complies with safety regulations and codes.
- Provide support for any special projects and improvements within the site.
- Ensure the workplace is kept clean, organised, and safe.

Grounds maintenance

- Operate and maintain groundskeeping equipment, including ride-on mowers and strimmers
- Keep lawns, pathways, play areas and outdoor spaces safe, tidy and well-presented
- Support the upkeep of woodland areas and garden spaces
- Manage outdoor waste, recycling and compost systems effectively
- Maintain tools and equipment to ensure they are safe, clean and ready for use

Facilities support and caretaking

- Set up and support events, including weddings, residentials and school visits
- Conduct routine safety checks and maintain compliance with health and safety standards
- Monitor site security and support out-of-hours cover as required.

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.



What we' re looking for

Skills and experience

- Two years' experience in a maintenance, estates or caretaking role (or relevant trade)
- Confident using tools and equipment for property and grounds maintenance
- Comfortable with physical work, working at height and outdoor tasks in all weather
- A proactive, hands-on problem-solver
- Awareness of health and safety and commitment to safe working
- Driving licence and access to own transport (essential – we're rural)

Personal qualities

- Warm, reliable, flexible and positive
- Enjoys being part of a team and supporting others
- Takes pride in high standards and working efficiently
- Kind and thoughtful around children, animals and visitors

What we offer

- Free lunch, tea, coffee and usually cake
- Supportive and friendly team
- Free parking on-site
- Pension scheme
- Wellbeing and training opportunities
- Beautiful countryside setting – no two days are ever the same
- Opportunities for learning



Working with Children

Safeguarding: All staff at Ufton share responsibility for keeping children safe. As such, you must:

- Follow Ufton's Safeguarding Policy and safer working practices
- Complete relevant safeguarding training
- Maintain clear professional boundaries
- Report any concerns promptly

This role may involve direct or indirect work with children. A commitment to creating a safe, inclusive culture across the estate is essential.

Conduct around children: All staff are expected to model Ufton's values in their behaviour, treating every child with kindness, respect and fairness as well as challenging or reporting anything that falls short.

Pre-employment checks: All roles at Ufton are subject to:

- An enhanced DBS check
- At least three references, including your most recent employer
- Clarification of any gaps in employment
- Proof of the right to work in the UK

Any concerns will be followed up in line with our safer recruitment procedure.



Values Alignment

You share our values of agility with consistency, playful and professional, acting today for tomorrow, and the belief that curiosity leads to excellence.

We are based in a glorious rural location but that does mean you'll need access to your own transport. Whilst on site you'll have lunch provided and there is usually homemade cake around.

To apply, please submit your **CV and a cover letter** outlining your suitability for the role and how you align with Ufton's values to recruitment@ufton.org.uk.

We will only consider applications that provide a covering letter.

Closing date: 11.59 pm on Sunday 31st August 2025

We are keen to have someone in place soon so are interviewing candidates on a rolling basis so do apply early.

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Baring Service) check and at least three references.

We work in a rural setting so you will need access to your own transport.



