



GREAT WALSTEAD
SCHOOL

Job Description

Job Title: Maintenance Supervisor
Responsible to: Estate Manager

Main Purpose of role

To support the Estate Manager in delivering the strategic objectives of the school's business plan.

To lead, motivate and direct a team of maintenance operatives to ensure that the whole school site is maintained to an excellent standard, with health and safety of students, staff and visitors at the core.

Be responsible for the day to day organisation of the Maintenance Department with regard to allocation of tasks and general monitoring of work output across the whole School site, including the swimming pool and residential accommodation.

The role will involve flexible working in order to provide cover for the premises, particularly during colleague absence or illness.

Key Responsibilities

Management & Administration

- To motivate and manage a team, leading by example and promoting a general can do attitude, striving for excellence where possible
- Prioritise, allocate and monitor the workload of the maintenance team
- Develop and maintain daily rosters for the maintenance team,
- Be responsible, on a termly basis, for planning and managing a maintenance schedule in consultation with the Estate Manager
- To maintain computer based records and hard copy files for compliance areas including Fire Risk Management documentation
- To assist in producing, review and communicating risk assessment documentation that is practicable and relevant
- To collate information and issue weekly security/incident report for the Estate Manager
- Assist the Estate Manager with the tendering and procurement for building projects
- Manage and support the maintenance team, including the appraisal of the team and allocating and managing annual leave
- Ensure the control of stocks of consumable, monitoring usage and replenishing as required
- Monitor utility usage; oil, gas, electricity and water
- Monitor the published weekend cover rota to ensure that full cover is maintained throughout the year

Security

- Monitor the performance of the electronic locks reporting any malfunction of doors or physical interference with the security measures in place to the Estates Manager
- Alert the Estate Manager of any actual or potential breach of security and challenge any unknown persons seen on site
- Patrol the site to check for hazards, damages and intruders when opening and closing and record any actions electronically
- Monitor visitors/contractors working on site
- Ensure the school is ready for business Monday to Friday.
- Assist to manage traffic flow and parking during peak periods, including school events

Health & Safety

- Assist in carrying out and recording termly Health & Safety risk assessments of the site and complete any actions arising from the assessment
- Participate in regular emergency evacuation practices and keep appropriate records
- Liaise with the Estate Manager to deal with emergency situations in accordance with the school's health and safety policy
- Test the fire alarm weekly, ensuring that any defects are dealt with, and keep appropriate records
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction
- Ensure that dangerous substances and equipment are used and stored safely and a COSHH register maintained
- Maintain swimming pool, playground areas and outdoor equipment, checking their conditions regularly
- To identify, issue and monitor the use of the correct PPE
- To ensure sound Health and Safety practices are being adhered to and maintain suitable records evidence
- In the event of an emergency evacuation to sweep the designated area of the building to ensure all personnel have evacuated.
- On activation of the alarm systems, during the sweep of the building, identifying the cause of the activation or likely cause in order that the Fire & Rescue Services can be accurately briefed on arrival.
- Test and record the controls put in place to monitor the risks of Legionella in the water systems
- Assist maintaining a healthy environment for staff and pupils, clearing spillages etc. when necessary.
- Ensure that the School's fire protection, alarm and surveillance equipment is well maintained and operational

Contractors

- Working with the Estate Manager, maintain and review the School's approved list of contractors and suppliers to ensure value for money and quality. Liaise with and ensure all contractors undertaking work at the school fully comply with the School's Safeguarding Policy, Health and Safety Policy and Fire Procedures at all times
- Manage contractors to ensure that they complete their work in a proper and timely manner in compliance with all health and safety rules
- Ensure that risk assessment and method statements are available for all work on site and that permits to the work are issued, completed by the contractor and filed

Porterage

- Move furniture and equipment as necessary/required in accordance with the principles of manual handling, sometimes with the help of mechanical aids eg. trolley
- Put away apparatus, staging and equipment as required accordingly to the school calendar
- Assist with the portage of deliveries to the site as appropriate
- Preparation of rooms for redecoration, relocations etc.

Maintenance

- Carry out minor works in order to improve the site as required
- Redecoration of any area, agreed as reasonable on instruction (ie classroom, stores etc.)
- Monitor and maintain the correct water balance of the school swimming pool
- Routinely maintain the flooring surfaces of the Sports Hall, Dining Room and Swimming Pool
- Monitor the performance of various mechanical or electrical equipment
- Inspect all areas for dangerous materials and remove, including emergency cleaning of spillages, in the absence of housekeeping staff.
- Inspect all outside areas for dangerous materials and make safe, including emergency cleaning of spillages from accident, sickness, vandalism and fire.
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, and ensure sufficient materials are available when the conditions demand.
- Maintain the general appearance of the site
- Remove/obscure any graffiti on the exterior of the school/site, and identify damage, vandalism and normal wear and tear
- Ensure that Portable Appliance Inspection and Testing (PAT) on school equipment is done on a cyclical basis.
- Test and record the controls put in place to monitor the risks of Legionella in the water systems
- Be responsible for additional cleaning that is not covered by the in-house cleaning team, eg; sweeping of dining room

Lettings

- Prepare the required accommodation in accordance with the lettings policy
- Ensure the security and cleanliness of the site
- Ensure the hirer complies with the terms of the letting policy

Other Duties

- Participate in the cover arrangements for out of hours activities
- Provide cover for school minibus journeys, particularly due to planned or unplanned absences.

The above activities are an indication of the nature of the work routine and is not an exhaustive list of expectations

Person Specification

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Valid licence to drive in the UK • STA Level 2 Swimming Pool Water Testing or commitment to complete this during the first 3 months • IT skills, specifically in the use of email and MS Office 	<ul style="list-style-type: none"> • D1 driving entitlement • Relevant Trade qualification •
Experience	<ul style="list-style-type: none"> • Basic knowledge and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work 	<ul style="list-style-type: none"> • Experience or expertise in areas of DIY • Experience of working in a school or educational environment. • experience of fire and/or security systems
Knowledge	<ul style="list-style-type: none"> • Health and Safety at work and manual handling • A sound working knowledge in general maintenance 	<ul style="list-style-type: none"> • Understand safe working practices and health and safety legislation
Skills	<ul style="list-style-type: none"> • Good interpersonal and communication and customer service skills. • Professional manner and approach. • Sound organisational, prioritising and time management skills. • Ability to work on your own initiative 	<ul style="list-style-type: none"> • Electrical • Plumbing • Carpentry • General Building
Personal Qualities	<ul style="list-style-type: none"> • Must be physically fit and be able to work outside in all weather conditions. • Ability to work at heights with appropriate equipment • Excellent attendance and punctuality. • Positive and enthusiastic • Team player • Flexible, confident and polite attitude • Commitment to the values and ethos of the School. • Willingness to undertake training • Understanding of the personal & shared responsibility to safeguard children 	
Special Conditions	<ul style="list-style-type: none"> • Uniform will be provided • PPE provided and must be worn • Some weekend and evening work will be required 	

Great Walstead is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

