

CORNWALL COUNCIL

School based

JOB DESCRIPTION

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| Job Title: | Maintenance Manager |
| Grade: | H (pending grading review) |
| Hours: | 37 |
| Responsible to: | Operations Lead |
| Direct Supervisory Responsibility for: | Maintenance/Premises staff including Caretakers, Groundspersons. |
| Indirect Supervisory Responsibility for: | Contract Cleaning Staff, other contract maintenance/grounds staff. |
| Important Functional Relationships | <u>Internal:</u> Headteacher, School Senior Management Team, Staff, Pupils, Governors. <u>External:</u> Parents, Cornwall Council technical advisers, maintenance contractors, suppliers of goods and services, members of the public. |

Main Purpose of Job:

To support the Operations Lead for responsibility of all aspects of the School, maintenance and repairs to the school infrastructure and buildings. To assist with the site management of grounds and premises staff in the absence of the Assistant Premises Manager. To ensure the effective maintenance, safety and security of the school buildings and grounds at all times.

To contribute to school decisions regarding maintenance management, routine, preventative and reactive maintenance schedules and budget decisions.

Main Duties and Responsibilities:

1. To support the Operations Lead with a stringent maintenance plan which includes the whole school site
2. To deputise for the Operations Lead (around maintenance planning and budget expenditure) or Assistant Premises Manager in their absence.
3. To plan and supervise major maintenance and third-party contractor activities.
4. To undertake all maintenance tasks as needed and within defined Health and Safety procedures and statutory requirements.
5. To schedule maintenance work in accordance with maintenance schedules and liaise with Operations Lead and Assistant Premises Manager regarding set routine programmes of work for cleaning staff, caretakers, premises and grounds maintenance

staff to ensure consistently high standards of hygiene, cleanliness, upkeep and safety of all school buildings and premises.

6. To maintain records relating to all maintenance work
7. To prioritise a busy workload and be reactive to changing circumstances
8. To ensure all requests for reactive maintenance are appropriately logged and work is costed, prioritised and scheduled as needed, with the support of the Operations Manager.
9. To be oversee the upkeep of all school buildings and general maintenance throughout the site
10. Monitoring health and safety equipment and maintaining or arranging the maintenance of the premises and associated equipment in a safe and healthy condition and to a high standard..
11. To assist with the maintenance and periodic checking of fire and other safety equipment as detailed in the Fire Safety log book in the absence of the Assistant Premises Manager. To make arrangements to ensure that all fire extinguishers are in working order, that hoses and fire blankets are in a usable condition, and faulty equipment is promptly replaced.
12. To facilitate the periodic checking of the fire alarm system and equipment as detailed in the Fire Safety log book in the absence of the Assistant Premises Manager. To provide support and maintain and records of regular fire drills.
13. To monitor the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and signposted.
14. To monitor risk assessments and ensure reviews are completed and the necessary checks are in place to meet audit requirements.
15. To liaise with the appropriate Cornwall Council officers on all aspects of maintenance.
16. To determine whether maintenance should be undertaken in-house or by commissioned contract services and to assist in the selection of contract services where appropriate, through consultation with the Operations Lead.
17. To develop specifications, monitoring and review of all major contracts and services and to undertake appropriate administrative processes for specifying and letting minor contracts in accordance with established guidelines.
18. To liaise with client nominated officers as directed.
19. To be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant, including ensuring the completion of all annual portable appliance testing, monitoring and recording of meter readings/returns as required and ensuring adequate fuel supplies.
20. To be responsible for the line management of maintenance team. Supporting with the line management of the premises and grounds maintenance staff, to include participating

in their recruitment, selection and performance management identifying their training needs and drawing up their programme of work, in the absence of the Assistant Site Manager.

21. To ensure appropriate staffing levels and deployment of staff in all premises-related departments.
22. To be responsible for the ordering and checking of invoices, and keeping stock records of all equipment and tools within the postholder's sphere of responsibility.
23. Where external contractors/inspectors are employed, to monitor work and certify that work has been done satisfactorily.
24. To attend meetings of the Governors Building Committee and site meetings as necessary.
25. To be responsible for devising, reviewing and updating the school/college disaster recovery plan through consultation with the Operations Lead, and to ensure such procedures are clearly communicated to all staff and members of the school management team.
26. To respond to and help co-ordinate management of emergencies when necessary in respect of accident, failure, break in, vandalism or weather as directed by the Head or the deputy.
27. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, COSHH, Data Protection).
28. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
29. To be responsible for your own continuing self-development, undertaking training as appropriate.
30. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: July 2023
Job Description Prepared by: HR Manager

PERSON SPECIFICATION

Job Title: Maintenance Manager Manager

Department: School based

Person specification prepared by: HR Manager

Date: September 2022

| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
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| <u>Relevant Experience</u> | A minimum of 5 years demonstrable, practical experience of building, maintenance work. A minimum of 12 months experience of managing staff. | 3 years' experience of grounds maintenance work in a school/college or similar environment. | Application form. Interview. |
| <u>Education & Training</u> | Attainment of 'A' level qualifications or equivalent (or proven extensive relevant work experience as an alternative). Attainment of suitable trade qualification/ NVQ level 3 in relevant field. | Basic first aid training & qualification. Health & Safety and COSH training. Lifting & manual handling training Working at Height | Application form. |
| <u>Special Knowledge & Skills</u> | Management and organisational skills. Knowledge and practical experience of managing maintenance (preventative and reactive) in an educational setting. | Specific knowledge and/or qualification within one maintenance related specialism eg plumbing, electrics, carpentry | Interview. |
| <u>Any Additional Factors</u> | Self-motivated & enthusiastic. Team worker. Ability to work on own initiative. Ability to communicate at all levels. Practical approach, able to work to tight | | Interview. |

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