



TALBOT HEATH SCHOOL

ROLE TITLE: ASSISTANT MAINTENANCE MANAGER

REPORTS TO: MAINTENANCE MANAGER

LOCATION: Talbot Heath School – Rothesay Road, Bournemouth

HOURS OF WORK: 40 hours per week, 52 weeks

Work Office: Engineers Office

Job Purpose:

To provide an efficient maintenance service to ensure the school facilities are kept in good decorative and working order.

Main responsibilities:

SITE MAINTENANCE

1. Undertake planned and reactive maintenance and repairs within capability; respond effectively and maintain a log of such works.
2. Assist to ensure buildings are kept in good decorative order
3. Maintain all equipment, tools and plant in a safe and good condition; liaising with external suppliers and services where necessary.
4. Liaise with the Maintenance Manager and assists in the preparation of maintenance and project work plans; liaise with contractors and be their point of contact.
5. Manage contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
6. Cover absence of the Maintenance manager and supervise the maintenance team
7. Undertake routine inspections of the site including daily maintenance checks.
8. Maintain records of all regular checks undertaken to ensure the statutory compliance of the facilities is maintained at all times.

9. Assist with the responsibility for heating and lighting systems throughout the premises; arrange to remedy any problems and to participate in cost saving projects.
10. Assist with termly risk assessment of the whole site and other risk assessments / health and safety checks as directed by the Health & Safety Officer.
11. Deputise for the Maintenance Mgr and attend weekly site review with the Director of Support Services.
12. Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies.
13. Assist with the regular inspection of all drains and gullies for blockages remedying as necessary.
14. Assist with the regular visual inspection of outside areas for defects and potential hazards including condition of boundaries, fencing, building exteriors and trees.
15. Assist with management of refuse and recycling procedures and ensure relevant staff are aware.
16. Ensure correct chemical usage for school pool maintenance

FIRE AND SECURITY

1. As a primary keyholder be prepared to attend out of normal working hours as and when required.
2. Deputise as Fire Warden and arrange all necessary fire training to meeting legislative requirements
3. Ensure internal security procedures are adhered to; reporting any issues to the Maintenance Mgr
4. Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
5. Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
6. Assist to maintain the Fire Risk Assessment, updating where appropriate and resolving any issues.
7. Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations. Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board.

HEALTH & SAFETY

1. Ensure the school complies with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records.
2. Participate in the continuing development of robust, transparent health and safety systems and procedures.
3. Support health and safety training initiatives and deliver components where appropriate.
4. Commit to the growth and maintenance of a positive risk management culture within the school; assisting staff where necessary.
5. Actively participate in the Health and Safety Committee.

Other duties as directed by the Maintenance Manager