



Job Description

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| Job Title: | Maintenance Manager |
| Reports to: | Head of Maintenance |
| Hours of work: | 39 hours per week 5 days over 7 |



Principal Role

The Maintenance Manager supports the upkeep and maintenance of the school buildings and services. To assist the Head of Maintenance in carrying out his duties ensuring the school is a safe environment and dealing with maintenance issues leading a small team. In addition co-ordinating paperwork following up on emails and liaising between Maintenance Staff and Contractors.

Main Duties

- Oversee and log the completion of PPM Schedules including the actioning and scheduling of any remedial works identified during the process.
- Collating information and feedback of any maintenance issues and creating action plans including ordering of appropriate materials.
- Overseeing the use of the “fault fixers” portal and ensuring that it is kept up to date, working with the Head of Maintenance and other team members to co-ordinate appropriate responses, resources and to problem solve maintenance issues.
- To carry out and/or oversee as appropriate the regular inspection of school facilities and assets and to keep up to date inspection and compliance records.
- Maintain records of safety checks and maintenance activities.
- Lead a team of Maintenance Staff and co-ordinate with external contractors.
- Hands-on maintenance repairs as and when required, preferably with a knowledge of plumbing, carpentry or general building knowledge and skills.
- Conduct risk assessments and implement safety measures.
- Ensure maintenance budget costs are kept up to date.
- Respond promptly to maintenance emergencies and co-ordinate necessary repairs.
- Prepare and maintain reports on maintenance issues and activities for school administration.
- Ensure compliance with all relevant regulations.
- Proven experience in maintenance management.
- Strong knowledge of building systems.
- Excellent leadership and team management skills.
- Strong organisational and problem-solving skills.
- This role is a full time position conducted 5 days over 7

Benefits

- 25 days annual leave plus bank holidays;
- Pension - non-contributory pension scheme (8% of salary), subject to the terms of the scheme;
- Free membership of the Eric Liddell Sports Centre (outside school hours);
- Interest free season ticket loans are available;



- Free flu vaccinations on site;
- Uniform and PPE provided;
- Free lunch during term times;
- Free refreshments;
- Access to the Employee Assistance Programme;
- Enhanced sickness, maternity and paternity leave pay;
- Life Assurance - All support staff under the age of 70 are eligible to receive this at three times their annual salary.

The post holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and will ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.