

<b>Reports to:</b>	Director of Operations
<b>Full Time/ Part Time:</b>	Full time
<b>Role Summary:</b>	Working closely with the Director of Operations to ensure high quality delivery of services and the smooth and sustainable running of the School's facilities departments

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The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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***Main Duties and Responsibilities:***

- Support the Director of Operations in the delivery of maintenance, cleaning and catering services across all school sites
- Line manage the members of the maintenance team and caretakers
- Build a strong relationship with the maintenance team to ensure projects and tasks are communicated and organised in a clear and timely manner which avoids the least disruption to the school day
- Play an active role in the delivery of the maintenance function
- Responsible for the maintenance inbox/booking and reporting system to ensure it is managed effectively by the Maintenance Team and provides a high level of service to the school
- Carry out regular school buildings inspections to determine the need for repair or renovations
- Oversee and ensure that the site is kept tidy and litter free and that site equipment is kept in good order
- Ensure that service and maintenance work (to include contracted out works) are completed safely and effectively
- Maintain accurate records of planned maintenance and statutory inspections
- Draft and update policies, procedures and protective measures in relation to property and facilities/school management activities
- Support the Director of Operations with the running of projects as and when required
- Support the Director of Operations with the preparation of individual holiday work programmes for all activities that cannot be carried out during term times
- Manage, authorise and reconcile supplier invoices

***Health and Safety:***

- Support the Director of Operations in the delivery of Health & Safety plans and actions across all school sites, ensuring compliance with legislation and regulations
- Support the Director of Operations to ensure an up-to-date fire risk assessment is in place and that appropriate fire safety measures are taken, including provision and testing of fire extinguishers, testing of fire alarms call points and smoke detectors, that regular fire evacuations take place and visual inspection of premises are completed
- Liaise with the appropriate staff to ensure accidents and incidents are properly recorded and steps are taken to address any issues identified
- Work with the Catering Manager to ensure health and safety compliance
- Undertake site COSHH assessments, monitor and review

- Organise and maintain records for PAT testing
- Undertake and maintain up to date records of due diligence checks on contractors undertaking work at the school and to maintain up to date records of the same
- Ensure the health & safety policy and associated risk assessments are implemented at all times, put into practice and are subject to assessment at regular intervals or as situations change

### ***Commercial***

- Manage external lettings including taking bookings, planning security, caretaking and cleaning requirements.
- Manage School events, liaising with the appropriate staff to ensure that events run smoothly and safely and meet the requirements of the event organiser
- Ensure that records of all visits (contractor/suppliers) and works are maintained and reviewed
- Ensure all visiting contractors on site are supervised at all times

### ***Other***

- You may also be required to undertake such other comparable duties as the school requires from time to time
- Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.

All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a member of staff becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the Designated Safeguarding Leads or to the Headmaster/Head of the Junior School.

<b>Person Specification</b>			
	<b>Essential</b> <i>These are qualities without which the Applicant could not be appointed</i>	<b>Desirable</b> <i>Extra qualities which can be used to differentiate applicants</i>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree or equivalent qualification in estate or operations management or related discipline, or work experience equivalent to this</li> </ul>	<ul style="list-style-type: none"> <li>• NEBOSH certificate or equivalent health and safety qualification</li> </ul>	<i>Certificates</i>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of facilities management</li> <li>• Supervisory experience or management of a team</li> <li>• Experience in handling the various tools and equipment required for maintenance work</li> <li>• Risk Assessment experience/qualification</li> <li>• Experience of managing and promoting Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the education sector</li> <li>• Experience of managing a multi-disciplinary team including the performance of others</li> </ul>	<i>Application form and references</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent problem solving skills with an ability to work autonomously to resolve issues</li> <li>• Excellent organisational skills</li> <li>• Time management skills and experience of managing a varied workload with the minimum of supervision and direction</li> <li>• Good working knowledge of MS Office packages</li> <li>• Excellent numeracy skills</li> <li>• Excellent oral and written communication</li> <li>• Ability to keep accurate records</li> </ul>	<ul style="list-style-type: none"> <li>• A clean driving licence</li> <li>• Previous experience/qualified in construction and trades</li> </ul>	<i>Application form, references &amp; interview</i>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of health and safety regulations as they relate to premises and buildings including Legionella Management, Asbestos Management, Electrical Condition Reports, Fire Risk Management, Manual Handling COSHH etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Appreciation of the ethos of an independent boys' day school</li> </ul>	<i>Application Form &amp; Interview</i>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to deal with a variety of people at all levels in a courteous and professional manner</li> <li>• Willingness to be pro-active and take ownership of problems without prompting</li> <li>• Calmness under pressure</li> <li>• Resilience, commitment and confidence</li> </ul>		<i>Application form, references &amp; interview</i>

## **CHILD PROTECTION**

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. 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 and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of this policy will accompany all offers of employment.

## **TERMS & CONDITIONS**

The terms and conditions below do not form part of a contract and are for information only. Should you be offered and accept employment with The Hall you will receive a contract setting out in full your terms and conditions. All offers of employment are subject to the receipt of references satisfactory to us, proof of eligibility to work in the UK, DBS and out relevant checks.

### **Salary**

£40K

### **Hours of Work**

Normal working hours for this role are Monday to Friday, 8.00am to 4.00pm with a 30 minute paid lunch break.

### **Probationary Period**

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Headmaster.

### **Lunch Period**

The lunch break is unpaid and does not form part of your working hours. A complimentary lunch is available when the Dining Hall is in operation.

### **Holidays**

25 days' paid holiday entitlement plus public holidays to be taken at times agreed with your line manager.

### **Pension**

The School operates a salary exchange equivalent to a minimum contribution by you of 6% of your basic salary. The School contributes 10% plus the National Insurance Contributions that would have been paid in a non-salary exchange scheme.

### **Confidentiality**

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

### **Dress Code**

All staff are expected to set an example to pupils and should dress appropriately at all times.

### **Smoking**

Smoking, including vaping, is not allowed on or immediately outside any school premises (the footprint of the buildings and grounds) or in areas where smoking might be seen by parents or pupils during working hours.

### **Health & Safety**

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

### **Equality and Diversity**

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.