



# MERCHANT TAYLORS'

## School

### JOB DESCRIPTION

**FUNCTION:** Support Staff

**JOB TITLE:** Maintenance Supervisor

**REPORTS TO:** Buildings Manager

---

### THE SCHOOL:

Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 900 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.

### PURPOSE OF ROLE:

Under the direction and leadership of the Buildings Manager, the primary objective of the role is to ensure the efficient and effective maintenance, repair and improvement of all School property and associated fabric and infrastructure, as well as the efficient and effective management of the Maintenance Team (including external contractors).

### RESPONSIBILITIES AND DUTIES INCLUDE:

- To supervise a multi-disciplined team of about 7 tradesmen to ensure the appropriate and timely delivery of planned and reactive works ensuring that at all times the School gains best value for money. In addition, to engender and develop a culture of customer service excellence within the Maintenance function;
- To manage and supervise external contractors in the service and repair of building fabric, mechanical systems, electrical systems and general plant;
- Oversee a programme of minor works, often utilising external contractors, or a combination of in-house and external work force;
- To support the Buildings Manager, as required, with major capital & refurbishment works, as well as to assist and support a range of key School events;

- To ensure that department tools and equipment are appropriately serviced and are well maintained and records of service are kept within an asset register;
- To set high standards for the delivery of works and to ensure that systems are in place to facilitate the effective inspection of works, including pre, post and work in progress inspections. Such inspections should, for example, ensure that the Maintenance staff and external contractors are:
  - meeting acceptable standards;
  - managing workloads and priorities;
  - following appropriate practices and procedures;
  - fully aware of all necessary operational information.
- To ensure that works undertaken comply with relevant statute, regulations and industry best practice;
- To maintain an awareness and up-to-date working knowledge of relevant Health and Safety Legislation and to ensure that all work, whether undertaken internally or by contractors is done so in a safe manner, adhering to risk assessments and appropriate Health & Safety protocols and procedures. In addition, to ensure that members of staff (and where appropriate contractors) have received the necessary and appropriate training in order to undertake allocated tasks and that an up-to-date record to evidence the above is maintained and is readily available for inspection and review;
- To ensure the provision of timely, accurate and complete information to the Accounts department, as requested, for example invoices and goods received/delivery notes and to ensure that the information supplied complies fully with School accounting practices, procedures and protocols;
- To procure competitive contracts for Planned Preventative Maintenance (PPM) and minor repair, or improvement works, with the assistance of the Buildings Manager;
- To assist the Buildings Manager to monitor all annual maintenance contracts ensuring that these are appropriate and offer best value for money.
- To ensure that all required departmental personnel systems and processes are in place to record sickness absence, annual leave and monthly payroll information, as well as to facilitate appraisals, return to work interviews etc. In addition, the job holder will be required to deal with staff concerns, including but not limited to, discipline, grievance and staff welfare, referring these to the Buildings Manager for consideration, as necessary;
- To keep the Buildings Manager, fully up to date and informed about allocated areas of responsibility and to report significant problems as appropriate and within a reasonable timeframe;

- To be proactive in analysing departmental working practices and procedures, suggesting to the Buildings Manager where improvements can be made;
- To maintain and develop efficient and effective administrative processes both paper based and/or through the appropriate computer software, equipment and facilities;
- To undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role;
- To at all times carry out duties in a safe manner, so as not to endanger the job holder or others. If the job holder considers something is unsafe or likely to cause injury or ill health, they must report it to the Buildings Manager.
- To undertake such other duties which may from time to time be necessary and compatible with the nature of the post and/or are required to ensure the smooth running of the Maintenance department, and the School. This job description will be reviewed from time to time and will be adjusted, as necessary.

#### **EXPERIENCE REQUIRED:**

- Proven relevant experience in property maintenance supervision (from a client or contractor perspective) at an operational site;
- Substantial experience in building and building services supervision;
- Proven experience of successfully building and managing a multi-disciplined team,
- Proven track record of successfully managing external contractors, including the administration of term maintenance contracts;
- A good understanding, of working on Grade 2 listed buildings;
- Proven experience of successfully managing and organising an administrative function.
- Working in a school or other educational environment is desirable.

#### **PERSONAL ATTRIBUTES REQUIRED:**

- Ideally qualified with a professional qualification or Member of professional body e.g. IWFM
- Able to understand and to operate within a school culture, whilst at the same time ensuring the effective operational supervision of the Maintenance function and that the function provides a first class service to the School;
- Ability to manage teams effectively;
- Client focused;
- Able to ensure that best value is gained from all resources made available to the Maintenance function;
- Ability to communicate both verbally and in writing with all levels of the client group, including, but not limited to, teaching staff, support staff, pupils and third party suppliers;
- Able to ensure that all practices and protocols within the maintenance function continue to develop and remain up-to-date and in line with best practice;

- Extensive knowledge of statutory compliance regulations relating to buildings, including but not limited to, Legionella Management, Asbestos Management, Electricity at Work Regulations, PUWER, LOLER and Gas Safety;
- Computer literate with a good working knowledge of the Microsoft Office suite, including, but not limited to, Word and Excel where the job holder will be required to use such applications to produce documents and to maintain and create spreadsheets and records.
- Ability to demonstrate tact, diplomacy and transparency when dealing with the provision of onsite accommodation to a significant number of staff.
- Must have some flexibility regarding work schedule owing to the nature of the job with the requirement to respond to estate related emergency situations outside of normal working hours, attending onsite as and when required.
- Well organised with proven ability to manage and prioritise a demanding and varying workload under pressure to strict deadlines whilst at all times providing a safe working environment and adhering to relevant Health and Safety Legislation and best practice;
- Able to work individually using initiative and as part of a team with minimum supervision, as required;
- Numerate and accurate with an eye for detail;
- Confident, self-motivated and proactive.

## MERCHANT TAYLORS' SCHOOL

### Maintenance Supervisor

#### GENERAL TERMS & CONDITIONS

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding 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 s/he must report any concerns to the Head Master*

#### GENERAL CONDITIONS:

**Start Date:** May 2019

**Hours:** 8am – 5pm (40 hours per week)/Monday to Friday. The job holder will be required to respond to estate related emergency situations outside of normal working hours, attending onsite as and when required.

1 hour unpaid lunch break

**Holiday:** 25 days holiday per annum

**Salary:** £32,764 - £37,843 per annum (dependent on qualifications, skills and relevant experience)

**Other Benefits:** Lunch provided free of charge when the School Catering Dept. is open.  
14% Employers' contribution to the School Pension Scheme (Contributory)  
Use of School leisure facilities including swimming pool, gym and fishing lakes.  
Free onsite parking

**January 2019**