



Cheadle Hulme School

### **Buildings and Caretaking Manager**

Cheadle Hulme School is a large school that requires a significant amount of behind the scenes operational management and support to keep things running smoothly. The Estates Department's expertise is critical in ensuring the campus is maintained to a high standard and the School is safe and secure. We are looking for someone who is happy to take a hands-on approach in the role of Buildings and Caretaking Manager. The role is full-time, all year around and we will offer a salary between £22K - £24K per annum.

Reporting to the Estates Manager, you will have responsibility for day-to-day buildings and premises operations, particularly in relation to overseeing the teams involved in:

- Caretaking;
- Cleaning Services;
- Waste disposal and recycling;
- Health and safety;
- Security.

If this role interests you, further information can be found below and an application form can be found [here](#). Application forms should be submitted to the [Human Resources Department](#) **by 9am on Tuesday 7th November 2017**. Interviews are likely to be on **Monday 13th November** so unfortunately if you have not heard from the School in response to your application by Friday 10 November 2017, you will not have been shortlisted for interview. If you would like to have an informal conversation, please contact our Senior Operations Manager [Martyn Mancey-Johnson](#) on 0161 488 3336. The School has a Ten Year Strategic Plan which informs its future aspirations and priorities. [Click here](#) to discover our vision and aims and to find out more about [what it is like to work in Cheadle Hulme School](#).



*The responsibilities of the Buildings and Caretaking Manager in more detail:*

### **Caretaking and Maintenance**

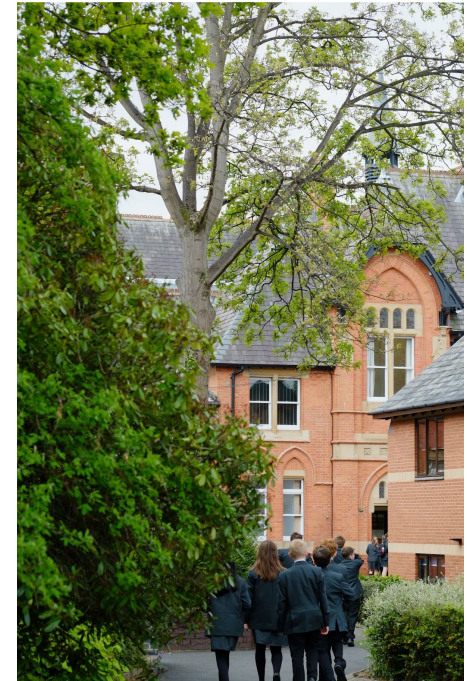
- Oversee the Caretaking team to ensure the efficient set up and preparation for all School activities.
- Undertake routine inspections and daily maintenance checks of classrooms, toilets, offices, halls and other spaces.
- With the Estates Manager, arrange minor building maintenance, small building projects or refurbishments and provide recommendations for long-term requirements.
- With the Estates Manager, coordinate the schedule for clearing rooms, cleaning and setting back up after refurbishments and other projects.
- With the Senior Operations Manager and Estates Manager, review utilities consumption and improve environmental performance across all Estates activities.
- Support the effective use of rooms and venues around School.
- Oversee the School minibus servicing, checking and driver-familiarisation sessions to ensure that the school keeps within legislative guidelines.





### **Cleaning and Waste Management**

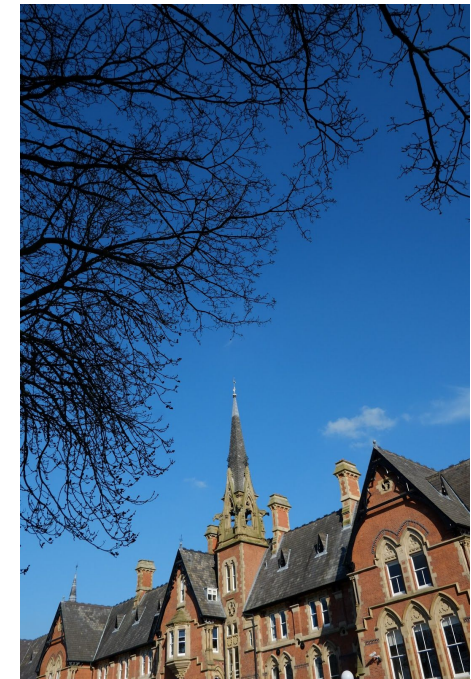
- Oversee a team of cleaning staff to ensure that the School buildings and facilities are cleaned to the high standard required in a professional and educational environment.
- Coordinate the recruitment of Cleaning staff.
- Ensure high standards of training are maintained and teams are efficiently employed across the Senior School and Junior School during term time, out of term and during special events and functions.
- Work with the Cleaning Supervisor/s to monitor cleaning service levels. This will include ensuring that deep/emergency cleaning is carried out (in particular during the autumn and winter terms) and that other ad hoc requests are carried out in a reasonable time.
- Monitor service contracts for and supplies of cleaning materials, personal hygiene products, drinking water and sundry item; to ensure these are replenished effectively and within budget.
- Manage the waste, refuse and recycling procedures – including confidential waste.
- Coordinate an effective in-house laundry service.





### **Health, Safety and Security**

- Responsible for health and safety checks on the premises, ensuring that buildings and facilities meet safety requirements and that buildings comply with legislation.
- Responsible for the management of the Swimming Pool, including safe access, water checks, cleanliness and general upkeep.
- Undertake estates-related risk assessments and collaborate with others on specific actions that are required to comply within health and safety regulations. Maintain a computerised record of health and safety and building checks.
- Provide Health and Safety inductions to staff.
- Coordinate the Estates team to open up the School and ensure that it is properly secured at the end of the day.
- Act as a designated key holder, providing out of hours and emergency response to alarms, including arranging access to School.



These responsibilities are not an exhaustive list and will vary as the School's requirements change. Flexibility regarding some evening and weekend work will be expected.





**We are looking for someone with:**

- Experience as a Site Manager or Senior Caretaker with hands-on experience of building operations and facilities management best practices.
- A degree level qualification in facilities management or Certified Facility Manager professional qualification, would be an advantage.
- General technical knowledge of maintenance, facilities and building services.
- An excellent grasp of people management and developing high performing teams.
- Strong interpersonal skills, resilience and the ability to work in a busy team.
- A flexible approach to working hours and the ability to cope under pressure.
- The ability to plan, organise and prioritise resources effectively.
- Competence in IT, e-mail, internet and programmes such as Microsoft or Google.



Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All appointments at Cheadle Hulme School are subject to clearance by the Disclosure & Barring Service and to identity and qualification checks.

Cheadle Hulme School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.

