



## MAINTENANCE MANAGER JOB DESCRIPTION SEPTEMBER 2023

### MAIN AREAS OF RESPONSIBILITY

- To develop and maintain a strategic plan to ensure that the School's buildings, services and facilities are in good order and maintained to acceptable/designated levels
- To manage and direct the activities of the Maintenance staff, ensuring that they achieve their designated responsibilities
- In relation to contractors working within the School:
  - To obtain three quotes
  - To request a method statement from the successful contractor
  - To direct and monitor the activities of that contractor to ensure that they meet the School's requirements
  - To ensure that all works including remedial works are completed prior to invoices being approved for payment
- To seek professional advice on specialist areas
- To act as the Schools Health and Safety Officer
- To monitor refurbishment projects to ensure that the school's objectives are achieved, that projects are completed on time and within budget
- To provide on-call cover as required

### STAFF MANAGEMENT

To act as the Maintenance Manager and work co-operatively with the Head Groundsman and Housekeeping Managers to coordinate Maintenance and Estate work schedules. Ensure effective management of all members of the Maintenance Department including annual staff review

- In coordination with the Bursar and HR Officer, appoint permanent and casual staff in line with the school's Safer Recruitment procedure
- Carry out induction training for all new team members
- Arrange on-going training for maintenance and grounds staff
- Ensuring the HR Officer and Bursar are informed of any disciplinary matters

### FINANCE

- Assist the Bursar in producing an annual budget for the Grounds and Maintenance teams
- Provide cost estimates for planned maintenance in year and for future years
- Provide monthly pay returns to the Finance Manager.

### PROJECT MANAGEMENT

- Deliver the annual programme of works, including special projects, whether done in house or by external contractors
- In conjunction with the Bursar:
  - determine the method of delivery (in house or contract) including selection, appointment and supervision of competent contractors
  - produce specifications for projects in sufficient detail for external contractors or the in-house team

- prepare costed plans, unless these are provided by consultants, and submit necessary planning applications and building consents; ensure compliance with building regulations
- Liaise with school stakeholders to ensure that their interests are considered in projects
- With the Bursar, establish an Estates Master Plan to inform the strategic planning process

## MAINTENANCE, REFURBISHMENT AND DEVELOPMENT

- Take an active role in the Estates committee to improve the school's facilities.
- Develop a holistic and effective planned maintenance programme
- To monitor the physical condition of the buildings and boundaries, services, equipment and furnishings in conjunction with the strategic plan and taking relevant action to maintain and repair, consulting with the Bursar as appropriate
- Arrange for the inspection and servicing of static plant including boilers, alarm systems, access equipment etc. in line with the requirements of the School's insurance policy. Monitor servicing and the maintenance of records
- Be responsible for the efficient operation of mechanical and electrical services
- Ensure the correct operation of the swimming pool plant and equipment in accordance with Statuary and school regulations
- Be responsible for the purchase, appropriate storage and use of chemicals used to maintain the swimming pool
- Be responsible for all aspects of electrical testing in accordance with statutory requirements.
- Be responsible for the purchase, appropriate storage and use of maintenance supplies and stocks
- Carry out maintenance and repairs within the scope of qualifications and experience
- Be responsible for the maintenance and upgrading of records, plans and files appropriate to the buildings, grounds and services
- Assist the Bursar in the planning and specification of refurbishment projects obtaining method statements from the appointed contractor
- Monitor the performance of main and sub-contractors appointed to carry out all project work. Ensure that they comply with the School's specified on site rules and regulations, health and safety regulations and that they are performing to acceptable levels in both the technical and quality aspects of the works

## ENERGY EFFICIENCY

- Drive forward energy efficiency in all works programmes with the objective of reducing running costs and carbon footprint
- Establish a sustainability plan to improve energy performance and advise the Bursar on ways, and likely costs of, implementation.

## SECURITY

- Monitor security of the site advising Bursar on enhancements required.
- Arrange securing of the site on a daily basis

## TRANSPORT MANAGEMENT

Ensure effective management of the ad-hoc driving staff and vehicles to maximise the availability of the vehicles for school use.

- Ensure that the school vehicles are correctly maintained and safely operated in line with legislation
- Ensure all staff have the relevant licence and training
  - Provide on-call cover from 6:00 to 19:00 for driver and minibus issues

## HEALTH SAFETY AND COMPLIANCE

To act as the School's Health and Safety Officer and to ensure so far as is reasonably practicable, that the school's policy on health and safety at work is effectively implemented.

### The HSO responsibilities are:

- To monitor the implementation of the school's Health & Safety policy, drawing any concerns to the attention of the Bursar
- To be responsible for the maintenance of all safety records and to ensure that Smartlog, the School's H&S database, is kept up to date
- To ensure that Staff receive relevant Health and Safety Training, including the use of the H&S database, to enable them to carry out their work safely
- To be responsible for conducting fire drills and monitoring their effectiveness
- To establish and conduct a risk assessment procedure, and co-ordinate all risk assessments throughout the school
- To conduct accident investigation
- To prepare for H & S related inspections
- To ensure that the administrative requirements of Construction Design Management (CDM) legislation are adhered to
- To be familiar with all relevant health and safety legislation and take expert advice if required
- To ensure those with responsibility for the management or supervision of staff will promote positive attitudes towards health and safety
- Ensure compliance with statutory requirements and external standards including:
  - Safety standards (electricity, water, gas)
  - National Minimum Standards of Boarding

## COMMUNICATION

- Interact positively and confidently within the School community
- Ensure decisions are communicated to the Housekeeping and Lettings staff
- Undertake regular meetings with the Bursar to ensure effective and meaningful lines of communication are maintained

## OTHER

- Any reasonable request made by the Head or Bursar
- Be an active member of the School's Operational Management Group, ensuring the smooth running of the school and maintaining good communication with all departments
- Ensure that the Maintenance staff are aware of and/or trained in safe working practices
- Be responsible for specific duties in the event of emergencies and/or evacuation of the buildings and ensure that both directly employed and contract staff are aware of their duties and responsibilities
- To assist the Housekeeping Manager with both Commercial and School events
- To operate a portage service ensuring that "goods in" are distributed appropriately
- To promote good working practices within the Maintenance staff, ensuring that systems and controls are kept up to date
- Be proactive in dealing with priorities and problems and recognise that your responsibilities and those of your staff will change over time
- To keep up to date on legislation/best practice and recommendations appropriate to your area of responsibility and advise the Bursar accordingly