



St Martin's Preparatory School

Job Description and Person Specification

Maintenance Manager

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

Post title: Maintenance Manager

Hours of work: 30 hours per week, Monday to Friday, All year

Remuneration £16,255 per annum.

Responsible to: Head Teacher

Main Purpose of the Role

- Ensuring the maintenance and Health and Safety aspects of the school is compliant.
- Leading the maintenance team with their daily duties
- Driving the school minibus

Main Responsibilities

- Gardening, general housekeeping and performing landscape duties or supervising others in these roles
- Drive the School Bus, in a safe manner and in compliance with the highway regulations, during term time only as instructed by the head
- Inspecting the building, including heating, cooling, lighting and alarm systems to make sure they are in good working order
- Performing basic repairs and maintenance tasks as directed by Head
- Monitoring cleaning materials, tools, and furniture and advising the Head when reordering as required
- Assisting with out of hours / holiday bookings for any buildings or rooms available for hire
- Assisting with the locking up procedures each day for all doors and windows when not in operation
- Adhering to the company's safety policies to create a safe working environment for everyone
- Carry out efficient daily and weekly vehicle checks, including fire precautions to ensure the vehicle is roadworthy.
- Part of this role will involve safeguarding responsibilities including the reporting of any safeguarding concerns to the Designated Safeguarding Team

	<ul style="list-style-type: none"> • Take a lead in Health and Safety and liaise with external companies to ensure all compliance standards are met • Working under the direction of the Head. • Manage the maintenance team and their duties • Work with the Head teacher to ensure the maintenance and safety needs of the campus are met
Professional Standards & Development	<p>All members of staff are expected to show evidence of a continuing interest in professional and personal development and to consider the needs of the school and its development plans when planning Continuing Professional Development.</p> <p>The School supports staff with a wide range of internal and external inset opportunities, including internally delivered teaching and learning sessions.</p>

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

Factor	Essential	Desirable	Method of assessment
Qualifications:	Any Health & Safety related	D1 driving licence	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Working with confidential information. • Driving experience • DIY skills and in depth understanding of maintenance procedures • Problem solving skills for giving instructions to contractors and support crew • 	<ul style="list-style-type: none"> • Has worked within a school environment. 	CV Interview Professional references
Skills:	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent written and verbal communicator • Build successful and appropriate relationships with pupils, staff, parents, and the wider community • The ability to work unsupervised and to prioritise work during peaks of commitment • Organising, multitasking, and scheduling skills • Customer service skills for positive dealing with a variety of stakeholders • Research and networking skills for sourcing the best external contractors 		CV Interview Professional references

	<ul style="list-style-type: none"> • First aid for helping contractors or members of the community requiring basic medical care 		
Knowledge:	<ul style="list-style-type: none"> • Knowledge of effective maintenance and Health and Safety processes and systems. 	<ul style="list-style-type: none"> • Understanding of Health and Safety requirements. • Understanding of the importance and implementation of safeguarding procedures. 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities:	<ul style="list-style-type: none"> • Professional and efficient. • Honest and reliable. • Hard working. • Motivational and inspirational. • Confidence, commitment, and integrity. 		