

## **JOB DESCRIPTION**

**POST:** Part Time Repairs and Maintenance Manager (0.6)

**RESPONSIBLE TO:** Head Teacher/ School Business Manager

**RESPONSIBLE FOR:** The management of the school repairs and maintenance.

**GRADE:** Scale S01

### **Purpose of the job:**

The Repairs and Maintenance is responsible for the general upkeep of the School premises and for providing a safe, secure, clean and warm environment for all site users and visitors.

Working to the direction of the Headteacher, School Business Manager and any other member of the school staff with delegated authority, the Premises Manager will be responsible for:

#### **1. Security**

1. opening and locking of gates, doors and windows as appropriate
2. taking reasonable steps to minimise loss of or damage to property and staff belongings
3. regularly patrolling the site at appropriate intervals
4. ensuring that intruders are dealt with adequately in accordance with the School's practice, and where necessary the Police are informed, subject to guidelines on health and safety requirements
5. ensuring that the necessary actions are taken to minimise risk of further intrusion and damage pending more permanent repairs
6. reporting all burglaries to appropriate Authorities including Headteacher, Police
7. ensure gates and entrances are kept clear
8. ensure that keys are kept in a safe place
9. ensure that all allegations of misconduct or improper behaviour involving pupils/students are reported to the line manager
10. maintain a high profile around the school so that children, staff and parents are familiar with the role.
11. Manage emergency key holder cover and inform LA and other appropriate outside agencies
12. Manage and monitor electronic security systems i.e. CCTV, door entry, alarm systems etc...

#### **2. Maintenance**

1. Taking responsibility for maintenance and upkeep of Premises, including buildings, fixtures, fittings and furniture.

2. Arrange for contractors' estimates/tenders, appoint contractors, fix starting and finishing dates as per Best Value policy
3. Carry out repairs as needed, within the capability of the post holder.
4. Use any specific skills or expertise where possible engage in preventative maintenance - to eliminate potential hazards, taking responsibility for checks on drains, gullies, toilets etc. taking appropriate action as necessary
5. Ensure hard surface areas of grounds are weeded and any protruding low level bushes are cut back and organise the cutting back of trees by authorised contractors ensure plantings (both internal and external) are watered at the appropriate regular intervals – check for any obvious problems, dealing with them where possible, referring them to contractors where necessary
6. Monitor plumbing and drainage unblocking, drains, sinks, gutters, where able.
7. Following appropriate working at Height procedures
8. Check and replace lamps, tubes in light fittings
9. In negotiation with Headteacher/School Business Manager undertake decorating repairs

### 3. Heating, ventilation and plant

1. dealing with faults and defects including checking and replacing fuses as necessary up to 30 AMPS or qualified competence
2. Check functioning of heating and hot water systems in order that the required temperatures are maintained and an adequate supply of hot water is available to maximise fuel efficiency

### 4. Health & Safety

1. maintain a safe and healthy environment referring all hazards to the relevant people
2. have knowledge of use and maintenance of Fire precautions and equipment
3. undertake fire induction training for all new staff users and regular visitors to the site
4. clear ice and snow, putting down salt to give safe access to and egress from site. Making sure adequate supplies are available in time for winter
5. investigate and report all accidents and potential hazards involving staff or plant equipment
6. check safety doors are secured against unauthorised entry where appropriate
7. Cleaning up of bodily fluids when on duty
8. Monitor and protect against legionella including organising and overseeing the annual tank chlorination and water testing and keeping all relevant certificates, carrying out of weekly, temperature tests and keeping a log of all relevant information
9. Monitor asbestos following plans of location
10. Keeping of Hazardous waste log i.e. fluorescent tubes, old fridges, computer equipment etc and arranging collection of same by approved contractors
11. Writing of all premises risk assessments including the ongoing updating of all assessed risks
12. Organise and manage all annual checks and keep all records, certificates and weekly test logs up to date according to Statutory Maintenance requirements including gas safety checks, boiler servicing, Fire fighting appliances, Fire alarm testing, Intruder alarm testing, PE equipment servicing, Pat testing, fixed electrical testing, COSHH sheets, Electrical works certificates, Clinical waste contract, feminine hygiene bins, lightening conductor, emergency lighting, Work Equipment Regulations and negotiate better contracts where possible

13. To manage all contractors working on site checking that all relevant health and safety rules are being followed to minimise any harm or danger to all School users and to minimise any loss or damage to School equipment or Premises ensure risk assessments are in place before works begin
14. To carry out inspection and replacement if needed of all School safety signs around premises
15. Manage and keep records of the pest control contract
16. Carrying out of Health and Safety checks with nominated Governor and teacher each term, noting potential hazards and assessing them using the risk assessment formula, a copy of this report is given to the Head Teacher and to the Premises Committee to take appropriate action – which may include researching costs of potential solutions or taking immediate action where necessary in the event of a severe risk. A copy of the report is given to the Governors at the next Governing Body meeting to agree, action to be taken
17. Maintain Assets & Furniture registers ensuring these are kept up to date in keeping with the Schools Finance and policy regulations and are available for inspection by authorised personnel. i.e Audit.
18. Assist in the formulation of safeguarding policy and procedures

## 5. Management

1. Monitor toilet/wash areas ensuring adequate toilet rolls, hand towels and soap are available
2. Assess and enable, where necessary, areas to be deep clean including all furniture moving and high level cleaning

## 6. Administrative and Financial

1. To monitor and approve expenditure under other appropriate budget headings as may be delegated by the Head teacher to be reviewed annually and annotated by Office.
2. Complete purchase orders for supplies and minor works and submit to the Head teacher for approval
3. Obtain any quotations/tenders for building works in accordance with Headteacher/governors requests in line with the LA Finance manual & Schools Financial policy and regulations
4. Be responsible for checking contractor's schedules of work, method statements, risk assessments and health and safety policies
5. Ensuring that written quotations for work are secured according to the Schools Financial policy and regulations
6. Check that all building work has been carried out satisfactorily and pass invoices to School Business Manager for payment

## 7. Porterage

1. Dustbin management - waste removal
2. help all school staff (and those hiring/using school premises when available)
3. assisting with large display mounting, moving of sets for productions, repairs to
4. classroom/school equipment
5. within capabilities, remove and store furniture in available storage facilities, moving computer equipment around school

6. furniture moving including dining tables and chairs where necessary
7. Set up chairs/tables or equipment for parent assemblies/meetings or INSET days.
8. Oversee and co-ordinate deliveries of stock, supplies, etc to correct storage site

## 8. General duties

1. liaising with other users of school site
2. oversee and co-ordinate deliveries of stock, supplies, etc. to correct storage site
3. Banking monies in accordance with LA Finance manual/ Schools Financial policy and regulations
4. To support the ICT team with the setting up of all ICT equipment.
5. Sweeping of playgrounds, emptying of playground bins regularly
6. To take part in all site meetings related to the premises and liaise with contractors over major works, to act as the schools representative in the Head teachers absence to oversee any work taking place, doing so with the Schools interests as priority, i.e. security, completion dates, to monitor any damage to the School site/ building or any equipment belonging to the School
7. D.I.Y within the capability of postholder
8. To attend any training courses or sessions necessary to benefit the performance of duty
9. Assist staff as needed with reasonable manual tasks.
10. Carry out any reasonable requests as directed by Head Teacher/Line Manager
11. To carry out all duties with full regard to the schools equal opportunities and safeguarding policies.
12. To attend for work reliably and punctually
13. To remain vigilant and do everything possible to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect
14. To continuously develop your own working practice, taking responsibility for identifying and addressing your own training and development needs
15. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining a safe and secure working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes the proper recording and reporting of hazards and accidents
16. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives
17. Carry out the duties of the post with due regard to the ethos of the school

## **PERSON SPECIFICATION**

**Title: Repairs and Maintenance Manager**

**Grade: SO1**

**Location: Watergate School**

### **Note for the candidate**

The Person Specification is a picture of the skills, knowledge, and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the shortlisting and interviewing processes for the post. Those categories marked with an asterisk will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted; the asterisked requirements should therefore be fully addressed in any application.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Knowledge and Understanding**

#### **Essential**

S/he will be expected to show knowledge and understanding of:

- \* equal opportunities and diversity issues particularly in relation to children
- \* how working in a school environment might be different from working elsewhere
- \* relevant health & safety guidelines/ codes of practice and awareness of relevant legislation

#### **Desirable**

- full clean driving licence
- Any trade or relevant experience would be an advantage

### **Skills and Abilities**

The candidate will be expected to either have experience of, or demonstrate the ability to:

- \* very good numeracy/literacy skills
- \* experience of using manual and IT based record systems
- \* good ICT skills
- \* experience of managing staff teams
- \* good organisational skills
- \* Experience of working within a budget
- \* Ability to project expenditure on a rolling programme basis
- \* Experience of liaising with a variety of stakeholders
- \* Ability to carry out minor repairs/decorating
- \* Experience of providing a safe and secure environment

- \* work with colleagues and other site users in a positive, collaborative and constructive manner
- \* Ability to oversee work on Premises and be the school representative on all projects.
- \* Ability to manage the up keep of the school buildings.
- \* Good communication skills
- \* Ability to write risk assessments
- \* work with a wide range of cultural, ethnic and social groups
- \* react positively to change
- \* Ability to use your own initiative.
- \* Po-active approach to work.
- \* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

### **Commitments**

The candidate will need to show commitment to:

- implementing the aims and values of the school
- \* commitment to implement the School's Equal Opportunities Policy
- doing the work required to the best of his/her ability
- her/his personal and professional development
- providing the safest, most stimulating and secure environment possible within her/his capabilities for the children and all who work at and use the school

### **Personal Qualities**

The candidate will need to demonstrate that he/she is:

- Hard working and enthusiastic
- Reliable and trustworthy
- Good timekeeper
- Approachable

### **Physical**

- Ability to move furniture/ stock inline with council's manual handling policy
- Generally candidates must meet the standard Lewisham requirements for the post