

Job Description:

POSITION	Assistant Maintenance Manager
REPORTS TO	Maintenance Manager
CONTRACT TYPE	Permanent, Full-Time, 8am – 4:30pm (40 hours pw)

The Role:

This is a practical, varied role for someone who enjoys being actively involved in maintaining buildings and facilities.

Key Responsibilities and Accountabilities:

To assist the Maintenance Manager to assist with:

- Carrying out day-to-day general maintenance and building repairs across the site, including all reactive, planned and preventative works.
- Obtaining quotes / tenders for works required, working with the Bursar to determine preferred suppliers.
- Organising contractor visits to site, ensuring appropriate access arrangements including supervision.
- Producing termly work schedules (particularly out of term works) and presenting these to the Bursar and the Buildings and Estates Committee.
- Managing third-party projects / contracts, ensuring work is delivered to the standard required, on time and within budget.
- Maintaining all contractor records for new and / or potential contractors and ensuring appropriate inductions have been completed prior to any work commencing, in line with the school's established procedures.
- Managing the weekly, monthly and annual agreed maintenance programmes.
- Ensuring arrangements are in place to address any issues highlighted in the 5-year Building Condition Survey, and track completion.
- Carrying out and / or arranging compliance checks. This includes, but is not limited to, emergency lighting, fire alarm and equipment, PAT, and fixed wire testing.
- Undertake regular site walks to determine areas for development.
- Provide general support around school which contributes to the school site remaining safe and operational. This may include:
 - Assisting the groundsman with the upkeep of the sports fields and site
 - Providing cover / assisting the caretaker with routine duties
 - Helping with school events such as sports day or fireworks night. This could include tasks such as setting up and packing away and, assisting with car parking
 - Driving the school minibus (subject to holding the correct licence)
 - Ensuring the safety of the site in adverse weather, for example clearing snow, gritting paths, removing branches and debris after storms

The above list of duties is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Maintenance Manager, Bursar or Head. Furthermore, for Beachborough to remain

at the forefront of 'best practice', new responsibilities may be added in the future following discussion with the post holder.

Person Specification:

	Essential	Desirable
Qualification		- Relevant professional trade and / or H&S qualification. - Full clean driving licence.
Experience	- Experience in general building maintenance at a high level of competency - IT literate, particularly in the use of Microsoft Office	- Experience of working in an educational environment. - Experience of producing maintenance schedules. - Experience of managing external suppliers / contractors. - Experience of driving tractors / ride-on mowers.
Knowledge and Understanding	- Capable of undertaking routine maintenance tasks. - Ability to manage own time effectively and demonstrate initiative including establishing priorities. - Understanding the importance of the site always looking at its' best and taking pride in working towards this.	- Knowledge of ground maintenance. - Working knowledge of relevant regulatory issues within H&S. - Ability to understand electrical / mechanical systems. - Understanding of the legal and financial aspects of estate management.
Personal competencies / attributes	- Collaborative and happy to 'lend a hand' where required. - Reliable, organised, and able to coordinate several tasks simultaneously. - Proactively able to take ownership of the estate's day-to-day needs. - Comfortable liaising and negotiating with outside contractors. - Commitment to high standard of customer service. - Flexible to help with occasional school events outside of core hours (c. 3 or 4 times/year) - Commitment to safeguarding children and young people. - Willingness to commit to the Schools' objectives.	

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy 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, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

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