



# St James' Senior 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.

<b>Post title:</b>  <b>Hours of work:</b>  <b>Remuneration:</b>  <b>Responsible to:</b>	Maintenance Manager  30 hours per week, Monday to Friday, All year  £16,255 per annum.  Head Teacher
<b>Main Purpose of the Role</b>	<ul style="list-style-type: none"> <li>Ensuring the maintenance and Health and Safety aspects of the school is compliant.</li> <li>Leading the maintenance team with their daily duties</li> <li>Driving the school minibs</li> </ul>
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>Gardening, general housekeeping and performing landscape duties or supervising others in these roles</li> <li>Drive the School Bus, in a safe manner and in compliance with the highway regulations, during term time only as instructed by the head</li> <li>Inspecting the building, including heating, cooling, lighting and alarm systems to make sure they are in good working order</li> <li>Performing basic repairs and maintenance tasks as directed by Head</li> <li>Monitoring cleaning materials, tools, and furniture and advising the Head when reordering as required</li> <li>Assisting with out of hours / holiday bookings for any buildings or rooms available for hire</li> <li>Assisting with the locking up procedures each day for all doors and windows when not in operation</li> <li>Adhering to the company's safety policies to create a safe working environment for everyone</li> <li>Carry out efficient daily and weekly vehicle checks, including fire precautions to ensure the vehicle is roadworthy.</li> <li>Part of this role will involve safeguarding responsibilities including the reporting of any safeguarding concerns to the Designated Safeguarding Team</li> <li>Take a lead in Health and Safety and liaise with external companies to ensure all compliance standards are met</li> <li>Working under the direction of the Head.</li> <li>Manage the maintenance team and their duties</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the Head teacher to ensure the maintenance and safety needs of the campus are met</li> </ul>
<b>Professional Standards &amp; Development</b>	<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.**

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

	<ul style="list-style-type: none"> <li>• Knowledge of effective maintenance and Health and Safety processes and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the importance and implementation of safeguarding procedures.</li> </ul>	Interview  Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• Professional and efficient.</li> <li>• Honest and reliable.</li> <li>• Hard working.</li> <li>• Motivational and inspirational.</li> <li>• Confidence, commitment, and integrity.</li> </ul>		