

**Job Description**

**Job Title: School Maintenance Manager                                                                                          Responsible to: Director**

**Role:** To provide leadership and management oversight of the land and property owned or used by The Mulberry Bush School.

**Areas of Authority:** The line management of the maintenance team and oversight of the maintenance and safe running of the land and buildings.

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| **Areas of Specific Responsibility** |
| 1. Ensuring that the land and buildings of The Mulberry Bush School are managed and maintained to a high standard and appropriate for the purposes for which they are used. |
| 1. To organise, plan and implement the effective running of the maintenance team. |
| 1. To supervise and monitor the workload and work allocation of the maintenance team/s and external contractors on the sites. |
| 1. Ensure the health and safety regulations for the building, equipment and grounds are met. |
| 1. To be accountable for and manage the maintenance budget and completion of purchase orders. |
| 1. To ensure the maintenance team have the appropriate equipment for the task and that it is maintained to a safe standard |
| 1. To ensure the team are trained  to carry out the tasks required to fulfil the roles |
| 1. To liaise with the suppliers, contractors and representatives as appropriate |
| 1. To carry out practical site tasks to an excellent standard. |
| 1. To deal with and manage as appropriate, emergency situations as they arise. |
| 1. To maintain the relevant records as required, ensuring all checks are undertaken and comply with the relevant regulations. |
| 1. To oversee the management of building projects alongside other managers. |
| 1. To organise and take part in an effective on-call system. |
| 1. To participate in training and development events. |
| 1. To carry out other duties commensurate with the post as required by the Director. |

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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| **REQUIREMENTS**  The post holder must be able  to demonstrate: | **ESSENTIAL (E) or**  **DESIRABLE (D)**  **REQUIREMENTS** | **MEASURED BY:**  a) Application Form  b) Test/Exercise  c) Interview  d) Presentation |
| To have the necessary skills to oversee the work of the team in some or all of the following areas: Carpentry, painting and decorating, bricklaying, roofing, plumbing, plastering, glazing, vehicle maintenance, electrical repairs, garden maintenance, access control and monitoring system. | E | a) & c) |
| Extensive work experience and technical competency in several of the following areas: Carpentry, painting and decorating, bricklaying, roofing, plumbing, plastering, glazing, vehicle maintenance, electrical repairs, garden maintenance, access control and monitoring system. | E | a) & c) |
| Proven ability to lead and motivate a small team of tradesmen, including distribution of work and management of people | E | a) & c) |
| Computer literate. | E | a) & c) |
| Up-to-date awareness of Health and Safety, | D | a) & c) |
| Ability to assess problems and then mobilise staff, resources and expertise to resolve complex problems | E | a) & c) |
| Well developed interpersonal skills, including good oral communication skills | E | a) & c) |
| Experience of monitoring efficient budget usage and ordering consumables | D | a) & c) |
| Experience of managing contractors | D | a) & c) |