



## JOB DESCRIPTION

JOB TITLE:	Trust Maintenance Manager
GRADE	Grade D/E
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	6.00am - 2.00pm Monday – Thursday 6.00am – 1.30pm Friday
BASE:	Wildern School

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Trust Estates Manager (day to day direction)

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### GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

The holder of this post will work under the day to day direction of the Trust Estates Manager, qualities of flexibility and a willingness to provide quick and efficient service are required.

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### MAIN RESPONSIBILITIES/ACCOUNTABILITIES:

- To monitor the condition of all the buildings across all of the Trust sites, report any defects and take appropriate action to put in good order
- To maintain a relevant professional qualification in buildings maintenance, or equivalent experience and evidence of continuing professional development
- To assist the Facilities/Senior Site Manager to ensure all relevant building certification and testing is kept up to date for inspection purposes
- To assist with the movement and reinstatement of furniture and fixtures as required on all sites.
- To work out quantity of materials needed for specific refurbishment or build projects and supplying the required information to the Trust Estates Manager
- To liaise with Department Heads/ Managers regarding access to areas where works are required
- To display a friendly, flexible, helpful and courteous attitude to colleagues, students, parents and the general public
- To perform duties commensurate with the responsibilities of the role and ad hoc projects as required from time to time

- To have a working knowledge of operational risk management practices and relevant legislation
- To hold and manage a maintenance budget, including seeking best value for money.
- To promote the School and Trust in a positive and professional manner
- To prepare and present written and verbal reports as and when required
- Carry out minor repairs, maintenance and redecoration on the School sites, including painting, plumbing, carpentry and plaster repairs, as directed.
- Detect and report any serious building defects to the Trust Estates Manager and organise emergency repairs to buildings, furniture and equipment.
- Direct contractors to the site of repair and maintenance work and verify that contractors have attended to and completed the tasks for which they have been hired.
- Check and sign the Asbestos register prior to undertaking any penetrative work on buildings raising Asbestos problems with the Site Manager - Maintenance as required.
- Ensuring that all contractors have checked and signed the Asbestos register prior to undertaking work on site.
- To provide cover for other members of staff during holidays, sickness or other absences and in emergencies
- To keep buildings, sheds, workshops and boiler rooms in a clean and tidy condition
- To maintain all hand tools, hand power tools and associated equipment used by the maintenance team
- Take responsibility when on duty for the operation of systems required for the smooth running of the school, including lighting and heating equipment, changing light bulbs and fluorescent tubes, firefighting equipment and alarms.
- Take reasonable care of your own Health & Safety and that of other people around you, including, but not limited to;
  - Obeying all policies, method/risk assessments
  - Using correct PPE at all times where required
  - Not interfering with, or misusing anything that has been provided to you for your own health, safety and welfare.
- Act as the focal point for the schools PAT trained staff members. Carry out portable appliance testing as required and maintain the whole site register of testing.
- Deputise as required for the Facilities/Senior Site Manager
- Set, test and operate the fire and intruder alarms on a regular basis.
- Act as a 'key holder' as directed by the Trust Estates Manager,
  - Open the School, including school gates, and arranging access to the site for contractors and other persons at all reasonable times as agreed between the Trust Estates Manager and ensuring that all keys are secured in site office prior to the end of shift.
- Intercept intruders/trespassers and when not possible alert the Police.

## **ADDITIONAL RESPONSIBILITIES/ACCOUNTABILITIES**

- Maintain systems for monitoring the cleaning, e.g. checklists, spot checks, etc. and ensure that these are being complied with and completed accurately where appropriate.
- Clean areas of the school as assigned or required by the Trust Estates Manager.
- Ensure that:
  - i) the grounds and hard areas remain tidy by removing litter and hard areas remain clean by sweeping and hosing;
  - ii) drains and gullies are kept clear of blockages;
  - iii) accessible gutters are checked and cleared.
- Undertake a range of horticultural and grounds maintenance as required or directed by the Trust Estates Manager

- Monitor standards of grounds maintenance and liaise as necessary with the grounds maintenance contractors over day-to-day requirements and standards, reporting any problems with the contractors to the Trust Estates Manager.
- Maintain a full, clean driving licence and undertake MIDAS training.
- Drive the minibus as required, including the transportation/collection of pupils, etc. and the collection of goods.
- Under the direction of the Trust Estates Manager, Conduct a weekly inspection of the minibuses including administrative procedures.
- Carry out the movement of furniture and equipment within the site. Assist with the checking off and distribution of items delivered to the site, as required.
- Undertake any necessary action as directed by the Headteacher or Site Manager - Maintenance in the event of bad weather or emergency, e.g. clearing of snow or ice from paths, dealing with floods, fires, break-ins, major damage, removal of graffiti, excreta, bodily fluids, etc.
- Carry out such other duties as may reasonably be required by the Executive Head Teacher and Trust Estates Manager

## NOTES

- Hours of work are 37 per week. The post holder will be expected to work Monday to Thursday 6.00 am until 2.00 p.m. and Friday 6.00am – 1.30pm with a lunch break of 30 minutes which may be taken at times to be agreed with the Headteacher and Trust Estates Manager.
- The hours of work may be subject to change during school holidays and where the Headteacher and Trust Estates Manager considers it necessary to meet operational requirements.
- The post holder is required to provide cover in the absence of one of the Facilities Assistants by adjusting normal times of working.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the Trust Estates Manager, HR Manager and Headteacher to enable records to be kept.
- Holidays can be taken during term time. Dates will be agreed in consultation with the Site Manager-Maintenance and Headteacher.
- The School and site is open between the hours of 5.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.

## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Trust Estates Manager.

Date Prepared: 3<sup>rd</sup> December 2021

Prepared By: Craig Twyman, Trust Estates Manager

Date Reviewed:

Reviewed By: