



## **Job Description – Maintenance Manager**

**Reporting to: Bursar**

### **Purpose of Role**

This role is responsible for ensuring the safety and maintenance for all College sites and delivering effective services in the areas of planned and reactive maintenance, cleaning, portering, grounds and transport. The role also includes ensuring that the College complies with all current legislation related to site safety and management.

### **Key Deliverables**

Provide operational maintenance of all aspects of the College site and ancillary services. The role requires practical and physical delivery but also effective administration and upkeep of due records.

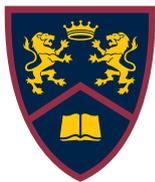
#### **1. Site & Grounds Maintenance**

- Maintain the site in a good state of repair and appearance, including all buildings and facilities, roads and pathways, grounds and gardens.
- Liaise with the Bursar in facilitating and overseeing a rolling maintenance programme that takes account of College priorities and risk assessments.
- Oversee contractors on site, ensuring that all health and safety requirements are met. Monitor their performance and inspect completed work.
- Undertake emergency and planned maintenance and repairs within capability; respond effectively and maintain a log of such works.
- Maintain all equipment and plant, liaising with external suppliers where necessary.
- Be responsible for heating and lighting systems throughout the premises; arrange to remedy any problems.
- Inspect on a regular basis, all drains and gullies for blockages, remedying as necessary.
- Regularly visually inspect outside areas for defects and potential hazards, including condition of boundaries, fencing, building exteriors and trees.
- Provide occasional support to Grounds Contractor, mowing, strimming, leaf clearance and weeding as needed.

#### **2. Fire and Security**

- As the designated Deputy Fire and Security Officer, ensure that all systems are regularly maintained and tested and appropriate records are kept.
- In conjunction with Boarding staff, ensure buildings are unlocked/locked and alarmed.
- As one of the primary key holders, be prepared to attend out of normal working hours as/when required.
- Monitor site security, including CCTV and ensure security procedures are adhered to.
- Undertake fire checks and liaise with contractors for servicing and repairs.
- Review the Fire Risk Assessment action plans, updating as appropriate and resolving issues.

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- Provide safe access to buildings in the event of snow, minor floods, and similar emergency situations.

### **3. Health and Safety**

- Under the direction of the Senior Management Team, ensure the College complies with all current legislation in relation to site safety and management, including the maintenance of appropriate records and portable appliance testing.
- Support health and safety training initiatives and deliver components where appropriate.
- Commit to the growth and maintenance of a positive risk management culture within the College, assisting staff where necessary.
- Help or undertake and document risk assessments of the site and other risk assessments/health and safety checks as directed by the Health and Safety Officer.
- Work closely with the Catering team to ensure efficient and safe systems are in place.
- Maintain a smart appearance at all times, wearing appropriate PPE where required.

### **4. Transport**

- Act as a driver for the College minibuses, subject to the provision of appropriate training.
- Supervise the servicing, checking and record keeping associated with the College minibuses to ensure they are carried out to the required standard.

### **5. Cost Effectiveness**

- Work with the Bursar to find cost effective solutions and opportunities where appropriate.
- Manage, schedule and monitor the use of utilities to all areas of the site to ensure the most economical use and continuity of supply.

### **6. Portering**

- Provide portering and furniture moving support to ensure supplies are in place and College activities can proceed as expected. Transfer materials and deliveries around the College site. Assist with assembly of goods received where necessary and report any defects.
- Set out and clear away furniture, equipment and any other items as required.

### **7. Cleaning and Welfare**

- Keep a constant eye on the overall site appearance and cleanliness.
- Manage refuse and recycling procedures and ensure relevant staff are aware.
- As required, clean all bins and compounds to ensure they remain hygienic and to deter pests and rodents.
- Keep all outside areas clean and tidy - e.g., litter, leaf and tree debris clearance.
- Carry out emergency cleaning as required.

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The post holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities may vary from time to time without changing the general character or the level of responsibility entailed.

All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students
- Support the College's ethos, aims and objectives
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm
- Support colleagues and their work
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues
- Implement and adhere to College policies and procedures, including health and safety policy to ensure a safe working environment.

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September 2021