

## Job Description: Maintenance Manager

Reporting to: Bursar

### Role Purpose

Operating as a member of the estates team this role is responsible for ensuring the security and maintenance of the whole college site and delivering effective services in the areas of planned and reactive maintenance, cleaning, portering, catering 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 appropriate records and plans.

#### 1. SITE MAINTENANCE

Responsible for maintaining the site in a good state of repair and appearance, including all buildings and facilities, roads and pathways, grounds and gardens. The main tasks include:

- 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 and services where necessary
- Maintain the swimming pool and pool plant room; flushing and chemical testing & working with the contractor
- Responsible for heating and lighting systems throughout the premises; arrange to remedy any problems
- Regularly inspect all gutters, 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

#### 2. FIRE AND SECURITY

As the designated Deputy Fire and Security Officer ensure that all systems are regularly maintained and tested, appropriate records kept and all related policies and procedures are reviewed and updated as necessary.



- In conjunction with House Staff, ensure the buildings are unlocked and alarmed when required
- As one of the primary key holders be prepared to attend out of normal working hours as / when required
- Monitor site security and ensure external and internal security procedures are adhered to
- Undertake Fire checks and liaise with contractors for servicing and repair
- Review the Fire Risk Assessment action plans, updating where appropriate and resolving any issues
- Provide safe access to buildings in the event of snow, minor floods and similar emergency situations

### 3. HEALTH & SAFETY

- Under the SLT's direction, 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
- Embody a positive risk management culture within the College; assisting staff where necessary
- Undertake and document regular risk assessments of the whole site and other risk assessments / health and safety checks as directed by the Health & Safety Officer
- Work closely with the catering management team to ensure efficient and safe systems are in place
- Maintain a smart appearance at all times wearing appropriate PPA 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

Contribute to the College's objectives of achieving greater value for money in the maintenance and day to day running of the buildings and site and to participate in developing community opportunities where appropriate

- Working with the Bursar and Marketing department to promote opportunities and manage possible future letting of the College's facilities within the local community where appropriate
- Manage, schedule, and monitor the use of utilities to all areas of the site in order to ensure the most economical use and continuity of supply

### 6. PORTERING

Provide a portering and furniture moving service 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 other items as required

## 7. CLEANING & WELFARE

Participate in and ensure that the site is kept clean, tidy and attractive in order to minimise risks to the health and safety of those using the college site and to ensure the activities of the College can take place in an environment suited to learning.

- Manage refuse and recycling procedures and ensure relevant staff are aware. At least every half-term clean all bins and compounds to keep 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

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 of the duties or the level of responsibility entailed. The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment