



Maintenance Team Manager

| Job Description | |
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| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of the role | <p>Job Title: Maintenance Team Manager</p> <p>Department: Estates</p> <p>Location: De Parys Avenue, Bedford</p> <p>Job Purpose: To ensure that the Maintenance Department runs smoothly, and working with the Facilities Manager ensuring that the whole school estate (Main Campus, Boarding Houses, Gordon Field Sport Pitches, Ickwell Field Study Centre & Boathouse) are compliant, ready and safe for use by all staff and students. The role also includes some working with other depts i.e. Security and Porters to ensure all the schools day to day needs are met</p> <p>Reporting Line: Facilities Manager</p> <p>Hours: 40 hours per week: Monday to Friday, but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).</p> |
| Line Management responsibility for: | Maintenance Team |
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| Main duties and responsibilities | <p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>Your Professional Duties You are expected to act in accordance with the aims, policies and administrative procedures of the School.</p> <p>Main Purpose</p> <ul style="list-style-type: none"> • Leading, managing, and motivating the in-house maintenance team and their day-to-day activities across the Estate (The Estate encompasses all facilities owned or operated by Bedford School including boarding houses). • Providing and managing all in-house maintenance services to the agreed service specifications and service levels. • Assisting the Facilities Manager with selecting, inducting, and supervising all external contractors whilst ensuring best value. • Introducing best practices and efficient implementation of all maintenance tasks, including maintenance administration. • Assisting in protecting the school's property assets and supporting Bedford School's brand values as expressed through the appearance of the Estate. <p>Head of Maintenance responsibilities include but are not limited to:</p> |

- Managing all aspects of reactive maintenance and repairs (including but not limited to procurement, budget control, finance policies, procedure protocols, etc.).
- Supporting, motivating, and mentoring the maintenance department.
- Alongside the Facilities Manager managing minor building projects using either internal or external resources.
- Supporting the Facilities Manager on all aspects of Health and Safety, complying with ISI, H&S, and all other legislation relevant to this role.
- Acting as the Schools' representative with maintenance and repair contractors.
- Being on call for after-hours emergencies and acting as keyholder for the school site.
- Establishing, maintaining, and accounting for stock and appropriate tools.

Staff Management

- Responsible for a team of onsite maintenance operatives.
- Undertaking annual appraisals, performance management, and induction for the maintenance team members.
- Ensuring the maintenance team receives the necessary training in all aspects of their roles, recording this on a clear training matrix.
- Making recommendations to the Facilities Manager for a schedule of training courses.
- Be responsible for deploying resources as the relevant tasks demand through regular and effective team-planned maintenance, ensuring that tasks are completed on time and to a high standard.
- Leading the team by example through commitment, hands-on action, and attention to every detail.
- Ensuring that staff rotas are completed and meet the needs of the school.

Contractor Engagement

- Working with the Facilities Manager and following school financial procedures to appoint and oversee contractors to a planned and agreed schedule of works as and when required.
- Supervising and managing external suppliers where appropriate, and ensuring their performance by specifications, Health and Safety legislation compliance, and budgets.
- Monitoring, mentoring, and supporting the performance of all contractors against their SLAs (service level agreements) and KPIs (Key Performance Indicators).

Estate Management

- Overseeing the daily maintenance and repairs of all areas of the Estate using the online "Maintenance Request System" ensuring requests are prioritised and completed correctly, using internal (including self) and external resources.
- Managing minor refurbishment requests to ensure they are completed within the agreed time scale.
- Supporting the maintenance department in managing the intruder alarms, coded door entry systems, and general security of the Estate, liaising with the Head of Security as appropriate.
- Working closely with the Facilities Manager, preparing plans and specifications for minor works and repairs.

Health and Safety

- Supporting the Facilities Manager on all relevant aspects of Health and Safety.
- Serve on the school Health and Safety Committee.
- Carrying out contractor Health and Safety site inductions and ensuring they comply with the requirements.
- Working with the Facilities Manager scheduling all legal compliance work, maintaining and helping review records throughout the year to ensure all compliances are up to date, e.g., water, fire, gas, electrical, and asbestos.
- Managing and arranging access control to roofs, plant rooms, confined spaces, working at height and anywhere needed for work to be carried out by internal staff and contractors.
- Actively managing essential functions to ensure appropriate compliance with health and safety legislation. This responsibility includes working with the Facilities Manager to review all risk assessments, method statements (RAMS), contractor safety checks, and fire safety checks within the maintenance department.

- To manage the specific rules, risk assessments, method statements, COSHH, and health, safety, and hygiene requirements for the maintenance department and its contractors to follow.

The Environment

- Supporting the Facilities Manager by ensuring compliance with all relevant waste legislation and planning to ensure future compliance.
- Managing the waste systems, including measures to minimise waste and maximise recycling and reuse.
- Managing waste from contractors, making sure it is removed per their maintenance contract.
- Responsible for instigating the school's snow and ice plan.

Maintenance, Repairs, and Improvements

- In consultation with the Facilities Manager, oversee all PPM (Planned Preventive Maintenance), including preparing schedules, costing, and procuring contractors.
- Responding and troubleshooting to all reactive emergency calls and ensuring relevant capacity is available.
- Driving the maintenance team's productivity, ensuring that Bedford School boasts best-in-class facilities.
- Attending quickly and without delay to defects, repairs, and requests reported via the Maintenance Request system, spotting trends where you might require resources in the future.

Record Keeping

- Managing and monitoring an effective record-keeping structure set out by the Facilities Manager.
- Keeping records available electronically for inspections by the Facilities Manager.

Other

- Ensuring that all school events or lettings planned receive the necessary and prompt support of the maintenance team to ensure their smooth and efficient operation.
- Undertaking such other duties as set out by the Facilities Manager.

Person Specification – Maintenance Team Manager

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| | Essential These are qualities without which the Applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of assessment |
|--|--|---|---|
| Qualifications | Recognised Trade (City & Guilds / NVQ) | Pool Operator Course (or willingness to undertake if appointed) PASMA / IPAF First Aid at Work Health and Safety qualification (IOSH / NEBOSH) | <i>Certificates</i> |
| Experience | Experience of managing a maintenance department Experience of liaising with external contractors and service providers Experience of managing budgets | Mechanical, Heating or electrical background Experience of working in the education sector Project Management experience | <i>Application form and references</i> |
| Skills and Knowledge | Good verbal and written communication skills Sound knowledge and understanding of Health and Safety requirements and legislation Good IT skills- Outlook, Word & Excel | | <i>Application form, references & interview</i> |
| Personal competencies and qualities | Ability to prioritise work and requests Ability to set and work to targets and deadlines Able to motivate and supervise a team effectively Live within a reasonable commute from the School to respond to call outs when required Proactive and able to use initiative, with a flexible approach to work | | <i>Application form, references & interview</i> |