



RADLEY

# Maintenance Manager Key Responsibilities

Radley College, Abingdon, Oxon OX14 2HR  
01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)



# Key Responsibilities

## Leadership & Team Management

- Supervise and coordinate a diverse team of maintenance staff (electricians, plumbers, carpenters, decorators, and multi-trade operatives).
- Develop work schedules, allocate tasks, and monitor performance to ensure efficiency and quality.
- Foster a positive team culture focused on safety, accountability, and continuous improvement.
- Carry out annual appraisals for the department.

## Maintenance & Repairs

- Oversee planned preventative maintenance and reactive repairs across all facilities.
- Ensure timely resolution of maintenance requests from boarding houses, classrooms, staff accommodation and office areas.
- Maintain accurate records of work completed and ensure compliance with health and safety regulations.

## Compliance & Safety

- Ensure all maintenance activities comply with statutory requirements (fire safety, electrical testing, water hygiene, etc.).
- Conduct regular inspections and risk assessments to maintain a safe environment for students and staff.

## Budget & Resource Management

- Manage maintenance budgets effectively, including procurement of materials and contractor services, as well as effective stock control and asset management.
- Identify cost-saving opportunities without compromising quality or safety.

## Project Management

- Plan and oversee minor capital works and refurbishment projects.
- Liaise with external contractors and suppliers to ensure timely and quality delivery of services.

## Communication & Reporting

- Provide regular updates to the Head of Facilities and Compliance on maintenance activities, priorities, and resource needs.
- Maintain clear communication with boarding staff and academic departments regarding maintenance schedules and disruptions.

# Skills & Qualifications

- Minimum 3 years' experience managing a multi-skilled maintenance team in a similar environment.
- A registered trade
- Strong knowledge of building systems (electrical, plumbing, HVAC) and ground maintenance.
- Excellent leadership, organisational, and problem-solving skills.
- Ability to manage budgets and negotiate with suppliers/contractors.
- Familiarity with health and safety regulations and compliance standards.
- Excellent IT knowledge

# Personal Attributes

- Proactive and hands-on approach to problem-solving.
- Strong communication and interpersonal skills.
- Ability to work under pressure and prioritise competing demands.
- Commitment to maintaining a safe and welcoming environment for students.

# Hours of work

Hours of work - 0800 to 1630 Monday to Friday, 52 weeks p.a. Although these are core hours, there will inevitably be times when flexibility is required.

