

Maintenance Manager

Job Description & Person Specification



Approved by: Jayson Rawlings

Last reviewed on: September 2025

Next review due by: September 2026

Title: School Maintenance Manager

Salary Scale: £24,863 to £32,175 (SPS3-11)

Hours/Basis: Full Time (Hours to be discussed)

Accountability

Headteacher

School Business Manager (on appointment)

Purpose & Objective

Your key responsibilities will include:

As our Maintenance Manager, you will play a crucial part in supporting the students by keeping the school safe and ensure the smooth running of the school by performing daily operational duties comprising of cleaning, janitorial tasks, maintenance tasks, providing support to the school and liaising with contractors and overseeing health and safety checks for the headteacher.

You will have a flexible and supportive approach to tasks and working patterns and be a positive team player.

As a member of the school team, you will ensure school policies, processes and procedures are always followed, ensure high quality service delivery is always maintained and work effectively with all internal and external stakeholders.

Responsibility:

On-site coordination

- Ensure acceptable standards of work are completed, prioritising work, liaising with the headteacher and school business manager (on appointment) to ensure that duties are completed.
- Ensure site security and safety during school opening hours.
- Liaise with contractors, the headteacher/school business manager, teaching staff and other site support staff.
- Complete audits and site inspections and complete reports. (Health and Safety, COSHH)
- Communicate effectively with the use of e-mailing and completion of site forms.

Janitorial

- Responsible for the building and site security including unlocking and locking of the site, setting of alarms and responding to out of hours call out.
- Ensuring the tidiness and safety of the site, including litter picking, rubbish removal and clearing of leaves. Checking the safety of external areas and school equipment and the removal of dangerous material and objects.
- Ensuring that weekly fire alarm tests are complete and that all fire lights are working.
- Checking and replacing internal and external lighting as required.

Maintenance Manager Job Description

- Provide access for site visitors and oversee the safety of staff, visitors and contractors.
- Daily setting out of furniture to support the school operations and lettings functions.
- Reporting, carrying out and progressing repairs and other maintenance related work.
- Checking the quality of contractor work and signing off contractor visit reports.
- Dealing with school letting requests, complaints and preparing after lettings reports.
- Receipt of and checking of deliveries. Distribution to the relevant internal locations.
- Movement of furniture and equipment within the school.
- Clearing of snow and gritting of pathways.

Maintenance Duties

- Undertake minor building repairs and maintenance work.
- Carpentry – Fitting white board and notice boards, replacing door and window furniture.
- Plumbing – Repair of leaking taps and pipes, fitting of toilet fixtures, clearing of blocked drains, channels and toilets.
- General – Minor plaster repairs, minor flooring repairs, painting and decorating, graffiti removal, replacement of fixtures and fittings, assembly of furniture and shelf fitting, fence and path repairs, temporary glazing repairs.
- Identification and sourcing of spare parts and materials for ordering.
- Ensure adequate stock of spare parts hardware and materiel.
- Minor grounds maintenance, assist with setting up of portable facilities, collecting broken glass and clearing leaves and litter from gullies and guttering.

Cleaning Duties

- Assisting the school cleaning team when necessary with carrying out their duties.
- Tidying of rooms and emptying of bins following after school activities and lettings.
- Emptying of external bins.
- Collection of recycling.
- Removal of graffiti
- Ensuring cleaning resources are ordered via procurement
- Preparing for weekly collection of waste bins and sanitary bins.

Monitoring

- Carrying out internal and external school inspections and audits for condition and safety.
- Completion of statutory inspections, testing and recording.
- Contractor's safe working and satisfactory completion of contractors work. Any other duties
- Assist with emergency procedures.
- Along with the rest of the team, support out of hours emergencies for safety/security reasons.
- Provide assistance with general enquiries relating to the site.
- Carry out project works during school holidays as instructed by the headteacher.
- Under the instruction and direction of the headteacher to safely drive the school's minibus and ensure that it is ready and safe for school use on a daily basis.
- Any other site support duties that are in line with the job purpose and grade.

Support for the Wider School Community

- To work collaboratively with colleagues as part of a professional team
- To assist in the general efficient operation of the school, including ensuring the school is clean, tidy, and compliant with Health and Safety Standards
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities (as and when required)
- Review and develop own professional practice including online social media presence
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with
- To ensure their tasks are carried out with due regard to Health and Safety.
- To undertake and contribute to the risk assessment of the environment and activities, ensuring that pupils and staff are safe at all times.
- To maintain an up to date knowledge of school policies and working practices.

Training expectations:

- To make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan
- To participate in appropriate professional development including adhering to the principle of my appraisal.
- To undertake regular training and implement school policies and procedures including:
 - Child Protection Training
 - SEND Specific Training
 - First Aid Training
 - Health and Safety
 - Fire Safety
 - Risk Assessment
 - COSHH

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- To report any safeguarding concerns to the DSL and/or DDSL and record on MyConcern.

All staff are required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Maintenance Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Person specification

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; C = Certificates

| CRITERIA | QUALITIES | MOA |
|------------------------------------|---|---------------------------------|
| Qualifications and training | <ul style="list-style-type: none"> • GCSE Maths and English at Grade C or equivalent • Full, clean driving licence <p>Desirable:</p> <ul style="list-style-type: none"> Health and Safety Risk Assessments COSHH First Aid PAT Testing Qualification DIY Qualifications | <p>A.F//I/C</p> <p>A.F//I/C</p> |
| Experience | <ul style="list-style-type: none"> • Experience working in a school environment or other educational setting - desirable • Experience working with and supporting children / young people with Autism and/or SEMH needs - desirable • Ideally with previous experience as having worked as a skilled or semi-skilled tradesperson. • Consideration will be given to persons demonstrating transferable skills and having the aptitude and enthusiasm to learn new skills • Understanding of health and safety requirements. • Knowledge of Safeguarding • Ability to work well in a team and on own initiative • Demonstratable attention to detail and pride in work | <p>AF//I/C</p> |
| Skills and knowledge | <ul style="list-style-type: none"> • Able to follow the school's safeguarding procedures and recognise when to report any concerns • Able to use initiative and work effectively, sometimes under pressure, with the minimum of supervision and to tight deadlines. • Liaise and communicate effectively with other staff in respect of duties to be performed and completion of tasks within deadlines. • Ability to work as part of a team. • An understanding of Health & Safety principles and working safely. | <p>AF//I</p> |

Maintenance Manager Job Description

| | | |
|----------------------------------|--|-------------|
| | <ul style="list-style-type: none"> • Follow procedures with regard to janitorial duties, statutory maintenance checks, health & safety, lettings and emergencies. • Undertake general maintenance tasks and works including carpentry, plumbing, and glazing, plastering, building and decorating. • Preparation of basic written reports, completion of forms and able to follow written instructions. • Use of a telephone and e-mails to process enquiries / queries / complaints. • Carry out basic computer tasks such as internet searches and completion of electronic forms. • On site liaison with contractors and suppliers. • Communicate in a friendly and effective manner with students, parents, lettings and visitors to site. • Assistance with the daily management and co-ordination of the cleaning team. • Undertaking of cleaning, health & safety and site condition audits. • Able to carry out emergency cleaning when necessary. • Ability to plan ahead for future tasks, identification and sourcing of materials for ordering. • Able to work outdoors in various weather conditions. • Able to drive. | |
| <p>Personal qualities</p> | <ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims and values of the school • Able to work calmly under pressure and withstand stress • Able to work flexibly, and to attend meetings and INSET days as required. Some weekend work may be required (to be discussed as and when) • Enjoyment of working in a school environment • Sensitivity and understanding, to help build good relationships within the school team and children • A commitment and passion for providing a safe, clean and tidy environment for our team and children to learn. • Able to work on own initiative or part of a team • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality | <p>AF/I</p> |

Maintenance Manager Job Description

| | | |
|-----------------|---|------|
| | <ul style="list-style-type: none">Resilient, positive, forward looking and enthusiastic about making a difference | |
| Training | Willingness to participate in further training and developmental opportunities offered by the school to further knowledge. | AF/I |

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This role is subject to references and an enhanced DBS check.**

Declaration

I _____ (Insert Full Name) have received, reviewed and fully understand the job description for the Maintenance Manager position at Renaissance Education.

I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) _____

Employee Signature _____ Dated _____

Headteacher/line manager _____ Dated _____