**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | Maintenance Manager | **Team** | School Support |
| **Reports To** | Headteacher | **Salary Range** | £27,000.00 - £30,000.00 PA, Term Time + 5 |

**Job Summary**

A reliable, proactive Maintenance Manager to join our dedicated team at our Special Educational Needs school in Ashington. This role is critical to ensuring the smooth day-to-day running of the school. This role takes the lead in maintaining a safe, secure and well-presented environment of students, staff and visitors.

**Job Responsibilities**

|  |  |
| --- | --- |
| Key Areas | Tasks |
| Premises Management & Maintenance | Conduct routine inspections across the whole school. This includes but is not limited to:Fire alarms, emergency lights and escape routesLegionella and shower head cleaningAsbestos registerCO2 monitoringPAT testingHard wire testingBoiler inspectionsSecurity inspections |
| Address any faults reported and carrying out maintenance/decoration works as required. |
| Respond to any urgent domestic matters which may arise |
| Manage contractors and ensure work is completed safely, on time and to standard |
| Keep accurate maintenance logs and report on site safety. |
| Ensure all facilities comply with current regulations and standards |
| Upkeep of exterior of school and schoolyard ensuring school is visually appealing at all times |
| Preparing for and responding to inclement weather |
| Work with our catering/cleaning manager on general cleanliness. |
| Identify opportunities for energy efficient and waste reduction  |
| Manage contracts with external supplies |
| Health & Safety | Serve as the lead on all Health & Safety. |
| Conduct regular risk assessments and ensure all statutory checks (e.g. COSHH, water testing, PAT testing etc) are completed and recorded |
| Work with leadership to ensure all policies and procedures align with legislation and best practices |
| Create, review and maintain health & safety policies |
| Fire Safety | Take responsibility for all aspects of fire safety, including weekly alarm checks, fire drills, equipment inspections and compliance with fire regulations |
| Arranging the 6/12 monthly fire servicing schedules and any rectification works |
| Maintain up-to-date fire safety logs and documentation |
| Act as Fire Marshall and lead in emergency evacuation procedures  |
| First Aid | Hold (or prepared to hold) a valid First Aid at Work certificate |
| Act as a designated first aider on-site |
| Monitor and replenish first aid supplies and support with Health & Safety incidents involving students, staff or visitors |
| Student Transport (preferred) | Drive the school minibuses as required for student off-site visits |
| Conduct vehicle checks and ensure buses maintenance, cleanliness, and service logs are up to date. |
| Refuelling as required |
| Planning safety inspections and MOT for all school vehicles |
| Supervision and Support | Assist teachers and staff with student supervision, particularly during transitions, arrival/departure, break times and school trips. |
| Build a positive relationship with pupils in line with the schools ethos of care and inclusion. |
| Report any concerns about the safety or wellbeing of children to the schools DLS without delay |
| Contribute to the planning of events and liaise with organisers and team members to check facilities management ever requirements are catered for |

The duties and responsibilities may vary over time. Post holder is expected to undertake any other duties and responsibilities relevant to the nature of the role or comply with any reasonable request by SLT.

**Key Skills/Experience**

|  |  |
| --- | --- |
|  | Requires/Preferred |
| Previous experience in a similar facilities/maintenance role | Required |
| Good knowledge of health & safety legislation (or willingness to learn) | Required |
| Full UK driving licence with D1 entitlement (or willingness to acquire) | Preferred |
| Valid First Aid at Work qualification (or willingness to obtain) | Preferred |
| Strong communication and organisational skills | Required |
| Ability to work both independently and as part of a wider school team | Required |
| A proactive, flexible attitude with a commitment to supporting students with SEN | Required |
| Experience working in a school or around children with SEN | Preferred |
| Knowledge of safeguarding and working with vulnerable children | Preferred |
| Relevant trade qualifications (eg plumbing, electrical, carpentry etc) | Preferred |
| Experience of working with external contractors | Preferred |
|  |  |

GUST Is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.

Upfront disclosure of a criminal record may not debar you from an appointment as we shall consider the nature of the offence, how long ago and what age it was committed and any other relevant factors. Please submit information in the application form or on a separate document if you prefer.

**Work Arrangements**

|  |  |
| --- | --- |
| **Transport Requirements** | None |
| **Working Pattern** | Monday-Thursday: 8:30am-4:30pmFriday: 8:30am-2:30pm |
| **Work Location** | GUST Independent School |