



# WORKSOP COLLEGE

## **JOB DESCRIPTION**

Post Title:	Maintenance Manager
Department:	Operations
Location:	All WSNL Sites
Responsible to:	Director of Operations
Hours:	Full time
Date of Description:	Jan 2017

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to, and ensure compliance with, the Company's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in either School she/he must report any concerns to the relevant School's designated persons, currently Mrs Liz Warner and Mr Tim Halsall at Worksop College and Mr Dan Simpson and Mrs Sarah Johns at Worksop College Preparatory School, Ranby House; or in their absence, go straight to the respective School Headmaster.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within the Company. Duties must be carried out in strict compliance with the company's policies on equal opportunities and health and safety.

### **Purpose:**

The Maintenance Manager supports the Director of Operations in ensuring the effective management of the School's maintenance services. The post covers a wide variety of areas and requires considerable breadth of knowledge, adaptability and flexibility. These are critical to the smooth running of the School as a 24/7 operation. In addition the post holder will act as the School's lead competent person for buildings compliance as defined by the Management of Health and Safety at Works Regulations 1999 and CDM regulations 2015.

The Maintenance Manager will be responsible for ensuring the School complies with current health and safety legislation approved codes of practice and guidance in relation to buildings, systems and maintenance provision.

The Maintenance Manager is the Line Manager for the Maintenance Foreman and the Caretaker at Ranby, their teams of tradesmen and associated contractors. This will include responsibility for statutory training, health and safety and appraisal of staff.

Principal responsibilities include:

Maintenance of the plumbing, heating and hot water services.  
Energy Management

Plant controls including Trend BMS  
Planning and budgeting minor works  
Preventative and Reactive Maintenance Programmes  
Project managing internal works and external contractors  
Managing facility compliance such as Gas, Fire, Legionella, Electricity, PAT Testing etc

As this is a new post, the post holder can expect the role/responsibilities to evolve.

### **Key Areas of Responsibility:**

#### **Line Management:**

- Provide operational leadership and management of the maintenance team, according to the needs of Schools, working closely with other senior managers in setting priorities, targets and objectives for the operational support teams.
- Provide direction and support for the development and implementation of departmental plans, including the monitoring and controls of budgets.
- Provide regular and effective feedback to direct reports; agree regular meetings, carry out annual appraisals, and supporting managers in the delivery of their objectives and targets agreed and reviewed at their annual appraisals.
- Implement performance management, disciplinary and grievance procedures to the appropriate level in accordance with School policies.
- Monitor the staffing needs, ensuring appropriate staffing levels and recommending and managing changes to meet the needs of the School.
- Ensure maintenance staff are trained appropriately and hold appropriate certifications in their area of expertise.
- Ensure that your plumbing/gas safe and professional qualifications are kept up to date.
- Ensure that key staff have a professional development programme in place to ensure business continuity.

#### **Budget Responsibility:**

- Exercise control of the in-year budgets for all areas under your control.
- Provide budget projections to the Director of Operations both in year and future years, giving detailed breakdowns as required.
- Ensure projects are managed within allocated budgets and overspend is authorised in advance of additional spend.

#### **Teamwork:**

- In conjunction with the Director of Operations, maintain the School Asset Register.
- In conjunction with the, Director of Operations manage capital projects, including assisting with the design, commissioning and management of projects.
- In conjunction with the Director of Operations, contribute to the recruitment of operational support staff ensuring all safer recruiting standards are adhered to.
- Liaise with and support the Enterprise Manager to allow the full utilisation of the School facilities/resources to raise additional income streams for the School in line with agreed policies and in a manner that is consistent with the School's use of those facilities for education purposes and its desire to support the local community.
- Preparing reports and information required by the Director of Operations accurately, completely and in a timely fashion.

- Regular liaison with providers of contracted-out services, ensuring compliance with contractual terms and their effective operation.
- Complete regular reviews of work patterns using the Spiceworks software.

### **Health and Safety:**

- Work proactively with managers to establish and maintain safe system that promotes a culture of safe working practices across the Schools, providing specialist advice, coaching and practical support as required.
- Ensure the School's Health and Safety Policy is implemented consistently across the Schools.
- Assist managers to implement health and safety systems and procedures to meet specific requirements, such as risk assessments, accident reporting and the Control of Substances Hazardous to Health (COSHH) in a consistent and effective manner.
- Investigate, or where appropriate, assist others to investigate the circumstances and causes of accidents and take necessary steps to prevent recurrence.
- Manage the internal asbestos surveying service and programme of fire risk assessments and where necessary relevant control measures.
- Monitor, evaluate and review Health and Safety policy and practices, make recommendations and implement new policies and procedures as required.
- To assist in the identification of training needs for employees and develop and deliver training as required.
- Ensure that satisfactory arrangements are in place for the maintenance, testing and inspection of equipment, fixtures and regulatory requirements (including but not exclusively those relating to Fire Safety, COSHH, Asbestos Management, Food Hygiene and Safety, RIDDOR reporting and statutory inspections are met and that any external contractors working on site also comply with legal and health and safety requirements and codes of good practice.

### **Legal and Regulatory:**

- Ensure compliance with all regulatory and statutory guidance including, but not limited to, Boarding Standards, Independent School's Inspectorate, Fire, Gas Safe, PAT Testing, Electrical Testing, Legionella, Licensing, Employment, Environmental Health, Safeguarding and Data Protection.

### **Estate Management:**

- Design, cost, plan and supervise all minor new and refurbishment works.
- Maintain a register of planned works, including designing, costing and prioritising of all entries.
- Maintain, for annual approval by the Director of Operations, a 5 year planned preventative maintenance schedule and cyclic redecoration schedule.
- Liaise with architects, builders, local authorities (including the Conservation Officer) external consultants and other outside agencies associated with work under your control including listed building agencies. This particularly applies to major capital works.
- Arrange and operate local supply agreements for materials required for daily use by personnel under your control paying due regard to value for money.