



Aldenham  
founded 1597

## JOB DESCRIPTION

Job Title: Maintenance Supervisor  
Reports to: Head of Estates  
Hours of Work: 40 hours per week (Monday to Friday, 8am to 5pm)  
Some Saturday work may be required

Salary: Band 4, Spine E, Progression Point 0 (£32,785pa)

### Job Purpose

Under the direction of the Head of Estates organise and manage the maintenance team to deliver prompt and effective maintenance solutions. Contributing to a fully operational Foundation environment whilst delivering high standards of maintenance and presentation. Ensure the maintenance team operate with minimal disruption to the Foundation community and ensure Health & Safety Compliance at all times. Actively contribute to the planning and delivery of medium and long term maintenance projects to develop and enhance Foundation facilities.

### Key Responsibilities & Accountabilities

- Operation and basic maintenance of central heating and hot water boilers, ensuring the continuous and effective operation of the central heating and hot water systems of the Foundation. This includes fault location and identification, remedial action where possible, liaison with and assistance to the Foundation's heating engineer in effecting repairs and the continuing supply of fuel as necessary.
- Supervise and control the appropriate maintenance of public utilities supplied to the Foundation namely, gas, electricity, water and sewage services. This includes fault location and identification and remedial action where appropriate.
- Organise and supervise the maintenance of Foundation buildings and houses undertaking repairs where appropriate to roofs, walls, window fittings, frames and glass, internal and external doors and fittings, floors, electrical fittings and wiring, plumbing and heating systems.
- Construction tasks as directed.
- Portable electrical appliance testing.
- Organise and supervise the maintenance of Foundation furniture on a rolling programme undertaking repairs where appropriate of unserviceable and damaged items.
- Ensure that the maintenance team equipment and tools are accounted for and are safe to use.
- In liaison with the Estates Department Administrator, direct staff to tasks on the works projects list, giving guidance and assistance where necessary.
- Weekly Fire Alarm testing.

- In liaison with the Head of Estates carry out annual performance reviews and set development objectives for maintenance staff.
- Promote personal development of maintenance staff.
- In co-operation with the Foundation Porters, assist with other removal or portering tasks as may be required from time to time.
- Actively Promote the Foundation Health and Safety Policy.
- Any other duties that the Bursar and Head of Estates may reasonably direct.

In all the post holder's responsibilities, emphasis is to be placed on preventive maintenance. To this end the Maintenance Supervisor is to undertake a programme of routine inspection of all Foundation buildings, noting potential problems and taking timely remedial action.

### **Key Performance Indicators**

- Effective organisation of activities.
- Effective supervision of maintenance team.
- Effective level of Health & Safety compliance.
- Consistent availability of high quality amenities.
- High level of customer satisfaction.
- Work within the agreed budget and timescales.
- Efficient, motivated and flexible maintenance team.

### **Essential Knowledge/Skills/Abilities**

- A formal trade qualification and substantial post qualification experience.
- In depth general building maintenance knowledge, including experience/skills in:
  - Joinery and woodworking.
  - General plumbing.
  - Heating systems including heating controls.
  - Electrical systems.
  - Painting and decorating.
- Knowledge of COSHH and experience of Risk Assessments.
- Experienced at Working at Height.
- Formal Manual Handling Training.
- Good communication and interpersonal skills.
- Flexible with a proactive and positive approach.
- Full Driving License.

### **Knowledge and experience of the following would be desirable, but training can be given:**

- Legionella Sampling awareness.
- Part P Electrically qualified.
- Asbestos Awareness qualified.
- Portable Appliance testing Qualified.
- First Aid at Work qualified.
- IT Literate (Microsoft Office, including email).

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.

**Benefits**

Membership of the School's Contributory Pension Scheme.

25 days annual leave plus Bank Holidays

Sponsorship for further qualifications and commitment to relevant training.

Appropriate work wear provided.

Free meal during term time.

Death-in-Service Benefit.

Private Health Insurance after one years' service at a cost of 50%.

School fees remission available.

Use of School facilities.

Free Parking.

The successful applicant will have to consent to safeguarding checks being carried out which will include two references being taken and a Disclosure and Barring check.