

JOB DESCRIPTION

POSITION: Area Maintenance and Grounds Manager

JOB OVERVIEW

Summary of role

The role of the Area Maintenance and Grounds Manager is to manage all aspects of the area schools and nurseries property upkeep, care, maintenance, security and facilities management in line with statutory and regulatory requirements. Additionally, to maintain refurbish or maintain the property to enable building advancements for each site in the Area. You will need to work such hours as are necessary to satisfactorily carry out their duties as agreed, which will include school holidays occasional weekends/evenings.

Hours: 40 hours a week 52 weeks a year

Reports to: Area Operations Manager

Reports in: Maintenance Technicians and Grounds Supervisor

KEY TASKS	
	<p>Strategic Development</p> <ul style="list-style-type: none"> • In conjunction with the Area Operations Manager, implement the areas strategy using physical development plans. To direct the activities of staff, consultants and contractors where appropriate for the execution of such plans and manage progress regarding time, quality and cost. • In conjunction with the Area Operations Manager assist/manage the design and build of new projects from minor works e.g. refurbishment of office/teaching spaces, to major projects e.g. future new builds. • To develop strong and positive working relationships with staff to maximise the potential of the school and its development. • To ensure appropriate safeguarding and health and safety compliance and that all risk assessments and contractor safety checks are carried out. <p>Maintenance of Grounds and Buildings</p> <ul style="list-style-type: none"> • Ensure that the fabric and fixtures and fittings of the Area schools are maintained to a high standard and meets the current and future needs. • Ensure short-term maintenance of all areas of the sites. This will involve both reactive maintenance and prioritising a short, medium and long term maintenance programme. • Manage all works within budgets. <p>Provision of Utilities and Area Services</p> <ul style="list-style-type: none"> • To ensure that boilers, lifts, air-conditioning, ventilation and mechanical equipment is maintained, insured and replaced as and when necessary. • To ensure training is provided, along with supervision and staff development for all employees within the setting team in conjunction with the Area Operations Manager. • To ensure that all site staff and contractors comply with the safeguarding rules and procedures set by the individual sites. <p>Health and Safety and Fire Safety of the School Setting</p> <ul style="list-style-type: none"> • To ensure all fire systems and prevention equipment are properly and appropriately installed and maintained and that all fire alarms and monitoring systems are regularly tested. • To ensure training is provided appropriately to the Area maintenance team members on all health and safety disciplines.

	<ul style="list-style-type: none"> To ensure that risk assessments and method statements for all the Area buildings, grounds and activities (excluding school trips) are viewed by the team/contractors. In conjunction with the H&S Officer for the school setting ensure that all electrical installations comply with the regulations and that periodic testing is completed to schedule and within regulated timeframes. To view and react to the Asbestos Register for each school setting and to ensure any work complies with all health and safety relating to asbestos. To ensure that accident/incident and near miss forms are completed and properly recorded for the Maintenance and Grounds Teams and that appropriate action is taken as and when required. <p>Operational Matters</p> <ul style="list-style-type: none"> To ensure the effective deployment of the Area team to cover all day to day operational site activities relating to maintenance and grounds at each school setting. To liaise with the Area Operations Manager to ensure the maintenance, grounds, catering and housekeeping facilities and equipment are maintained at each school setting. <p>Other</p> <ul style="list-style-type: none"> This is a hands-on role. You will be expected to be operational with a multi skill set that reflects this.
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Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ level 3 or equivalent trade qualification. 	<ul style="list-style-type: none"> Recognised Facilities Management Qualification.
Experience	<ul style="list-style-type: none"> Experience of building maintenance and providing facilities services within business premises. Multiple trade experience. Experience in operational and facilities management. Experience of managing operational teams. Experience of working effectively with staff and management at all levels. Experience of liaising effectively with building users, external consultants and external contractors. Experience of contract management. 	<ul style="list-style-type: none"> Experience of Tendering and procurement. Understanding of complete project management.
Knowledge	<ul style="list-style-type: none"> Extensive knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor. 	<ul style="list-style-type: none"> Knowledge of school settings.
Skills and Attributes	<ul style="list-style-type: none"> Excellent organisational skills with an ability to plan, prioritise and meet deadlines. Excellent interpersonal skills. Excellent oral and written communication skills. 	

	<ul style="list-style-type: none"> • Good level of IT skills (Microsoft Office products). • Competent and personable. • High degree of personal drive and motivation. • Ability to work calmly under pressure and multi task. • Willing to be flexible and work outside normal working hours as required. • Ability to work individually or as part of a team. • Ability to demonstrate initiate and to lead from the front. • Committed to keeping abreast of best practice and relevant legislation. 	
Personal Qualities	<ul style="list-style-type: none"> • Be an effective team player that works collaboratively and effectively with others. • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences. • Support, motivate and inspire both colleagues and pupils by leading through example. • Suitability to work with children. • Confidence, warmth, sensitivity, reliability and enthusiasm. • A 'can do' and 'go get' attitude. • Willingness to go above and beyond. 	
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • safeguarding and child protection equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development 	

<p>I have read and understood the responsibilities for the position of Area Maintenance and Grounds Manager. I am aware that the Job Description is subject to change accordance with the needs of the business.</p>			
Name:			
Signed:		Date:	

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).