



# Job Description and Person Specification

**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.**

<b>Job Title:</b>	Maintenance Coordinator
<b>Summary of the role:</b>	<p>To provide an effective maintenance coordination service to the School by identifying and prioritising maintenance of the school estates and facilities and devising rolling programmes of works for routine upgrading.</p> <p>Supervision and direction of a small team of trades people so that the School's campus is maintained in a safe, comfortable and visually pleasing condition whilst adhering to budgetary constraints and health &amp; safety requirements.</p>
<b>Line management responsibility for</b>	4 - 6 members maintenance team – Supervisory role.
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Work closely with the Director of Operations on forecasting project work, compliance, investigations and subject matter knowledge on specification writing, when required.</li> <li>• To work alongside the School's Compliance Manager to ensure planned preventive maintenance is coordinated, controlled and recorded.</li> <li>• Continue to perform your trade duties in conjunction with the requirements of this job description ensuring you are providing a first class maintenance service to our stakeholders.</li> <li>• Respond appropriately to emergencies or urgent issues as they arise and provide an emergency out-of-hours support network throughout the year including 6 weekends or as required.</li> <li>• Coordinate the day to day function of the maintenance team - investigating, issuing and prioritising works tickets. This will involve team talks and briefs routinely.</li> <li>• Liaise with all stakeholders on maintenance issues and advise them accordingly. This will involve sitting on some committee meetings.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Provide a timely and cost efficient procurement service for all supplies required to fulfil the teams and function tasks.</li> <li>• Ensure the schools heating systems, including the School's Biomass system are functioning in line with expectations throughout the seasonal changes and are serviced and maintained.</li> <li>• Provide coordination on pool plant operations and ensure all compliance for the schools pool is adhered to.</li> <li>• Ensure that health, safety and compliance is a high priority within the department and review Risk Assessments where necessary.</li> <li>• Oversee the daily testing of the School's swimming pool to ensure water temperature and chemical balance are within permitted limits.</li> <li>• Take a proactive role in fire safety to ensure all areas are conforming to current standards, this include fire warden responsibilities.</li> <li>• Maintain an organised, efficient and safe maintenance yard including all section workshops.</li> <li>• Complete monthly checks and any other task commensurate to your role parameters as instructed by the Director of Operations.</li> <li>• Oversee holiday, sickness and attendance procedures for the maintenance staff.</li> <li>• Maintain and update as required the on-call roster of maintenance staff, the maintenance schedule and holiday work schedule.</li> </ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordination of 4 - 6 maintenance staff.</li> <li>• Liaison with external contractors where appropriate.</li> </ul>

**You may also be required to undertake such other comparable duties as the Head requires from time to time.**



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Person Specification			
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.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety certificate</li> <li>• Experience in the profession</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Qualified tradesman</li> <li>• Facilities Management qualification</li> <li>• NEBOSH certificate</li> <li>• Asbestos Awareness</li> <li>• Fire Safety &amp; Risk Management Course</li> <li>• STA Basic Pool Testing or higher (including pool plant operation)</li> <li>• Experience of working in a School</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>



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<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Hand-on experience in maintenance or building trade.</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Proven track record of coordinating people, functions and resources.</li> <li>• Experience using help desk reporting systems.</li> <li>• Hands on experience of working within a medium sized school campus.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p>
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Hands-on multi tasker</li> <li>• Delegation</li> <li>• Problem solver</li> <li>• Flexible working style</li> <li>• Excellent Communication</li> <li>• Empathy</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Skilled trades person</li> <li>• IT Literate.</li> <li>• Outdoor play equipment inspection knowledge.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p>



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<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Health and safety within the trades</li> <li>• Technical knowledge</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Key suite knowledge.</li> <li>• Grounds contract knowledge.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p>
<b>Personal competencies and qualities</b>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive and can do attitude</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p>