



SOLIHULL

Job Description: Deputy Head of Maintenance Preparatory School Campus

Responsible to: Maintenance Manager

Primary Responsibility: To efficiently manage the daily maintenance of the School on the Preparatory School Campus. The Deputy Head of Maintenance is responsible for providing high quality first-line maintenance and to prepare rooms and facilities to meet the programme of school events.

Hours of Work: Full year, full time (37.5 hours/week)

Responsibilities:

The main responsibilities include:

- Oversee and be prepared to carry out a range of practical trade and maintenance skills as requested by the Maintenance Manager, ensuring that work is conducted in a safe and efficient manner with minimum disruption to the school;
- The supervision and work allocation of the Preparatory School Maintenance Team and Facilities Assistants;
- Deputising for the Maintenance Manager at the Preparatory School during absence and holiday;
- In conjunction with the Assistant Bursars and the Maintenance Manager, obtaining quotations and calling external contractors for second line repairs should the need arise;
- Being responsible for the control and conduct of all external contractors whilst on the school premises;
- Maintaining appropriate stock levels of parts and equipment;
- Managing the maintenance ticketing 'help' system, ensuring all requests are completed, prioritised and communicated to other team members;
- Ensuring you and the team are in constant communication by using the two-way radio system to deal with 'help' enquiries and emergencies;
- Promoting safe working practices at all times and conducting risk assessments as necessary, ensuring the Maintenance Team and Facilities Assistants follow the Health and Safety Policy and HSE requirements;
- Coordinating all compliance testing, ensuring inspections are up-to-date and recorded on Safety Cloud;
- Managing the maintenance and upkeep of the Preparatory School Swimming Pool, ensuring all checks are completed and recorded in a timely manner;
- Supporting the efficient use of environmentally friendly resources;
- Being a trained first aider, and providing emergency first-aid as and when necessary;
- Being responsible for the safe storage, assessment and handling of substances used by the Maintenance Team that may be hazardous to health;
- Carrying out Personal Development Reviews for the Preparatory School Maintenance Team and Facilities Assistants;

- Demonstrating a commitment to professional development and updating professional knowledge as and when necessary. In conjunction with the Maintenance Manager, ensuring all staff training is up-to-date;
- Helping and supporting on the Warwick Road Campus as and when required;
- Working flexible hours, when required, including occasional Saturdays and/or evenings;
- Attending regular calendar meetings and liaising with relevant departments for their event requirements;
- Being responsible for all setting up and clearing of events in conjunction with the Site Management team;
- Under the instruction of the Site Manager provide assistance with parking duties on both campuses, as and when requested.

General:

- Promoting the welfare and the safety of all members of the School Community and adherence to the School's Safeguarding and Child Protection Policy;
- Support the aims of the School;
- Support all members of the School community with respect and consideration;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Actively support the values of the school at all times;
- Take responsibility for professional development, participating in staff training including INSET days where required, and the School's CPD and professional development procedures;
- Participate in the management of the School by attending meetings as required;
- Adhere to the Health and Safety Policy, ensuring that all tasks are carried out safely and effectively with due regard to the Health and Safety of all members of the School community, including visitors and the post-holder.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Bursar, Assistant Bursars, Head of the Prep School and the Headmaster;
- Annual Review

PERSON SPECIFICATION: Deputy Head of Maintenance Preparatory School Campus

	ESSENTIAL	DESIRABLE
Qualifications/ Professional Bodies	<p>Willingness to undertake any appropriate Health & Safety training.</p> <p>SSSTS (Site Supervisor) qualified or willing to work towards the qualification</p> <p>Manual handling training</p> <p>Willingness to undertake training and development appropriate to the role</p>	<p>Working at Height Training</p>

Experience	<p>Previous experience as a practical maintenance supervisor</p> <p>Experience of line managing staff</p> <p>Experience of organising and prioritising work requirements.</p>	<p>Experience of working in a school environment</p>
Skills/knowledge	<p>Excellent written and verbal communication skills.</p> <p>Excellent organisational skills and the ability to multi-task.</p> <p>Possess a range of practical maintenance skills.</p> <p>To take responsibility for the proper completion of jobs.</p> <p>Good ICT Skills with knowledge of Microsoft and other IT packages.</p> <p>A working knowledge of Health and Safety Legislation.</p>	<p>Awareness and understanding of the safeguarding and welfare of children</p>
Personal Attributes	<p>Commitment to safeguarding and promoting the welfare of children.</p> <p>Ability and willingness to line-manage staff.</p> <p>Ability to challenge colleagues and provide constructive criticism.</p> <p>Ability to reflect and improve own practice.</p> <p>Ability to develop excellent working relationships with internal and external stakeholders.</p> <p>Ability to work under pressure, organise and prioritise workload.</p> <p>Ability to work on own initiative, work without direct supervision and solve problems.</p> <p>An exemplary degree of personal integrity.</p> <p>Physical and mental capacity to undertake the role.</p>	

	<p>Diplomacy, tact and empathy, with high levels of confidentiality.</p> <p>Ability to draw clear, calm boundaries when appropriate.</p> <p>Common sense.</p> <p>Excellent attention to detail.</p> <p>The capacity to remain calm and cope with the unexpected.</p> <p>Highly professional manner.</p> <p>Ability to problem solve.</p> <p>Flexible attitude.</p> <p>Possession of a full UK driver's license</p> <p>Presentable, friendly,</p> <p>An exemplary attendance record in his/her past and present employment.</p>	
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Measurement of the criteria maybe through shortlisting, interview(s), testing and observation.