

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

- Post Title:** Maintenance Supervising Foreman
- Hours of Work:** 7.30 – 4.30 (20mins am/40mins lunch) On occasions due to the nature of the post, you are may be required to work outside of these hours to fulfil your duties.
- Holidays:** 5 weeks annual leave plus Bank holidays  
(no more than 2 weeks continuous leave)
- Salary:** circa £30,000 dependent on experience
- Responsible to: - Primary:** Estates and Health and Safety Manager
- Secondary:** Bursar
- Responsible for:** Trade qualified and non-qualified maintenance assistants
- Daily Interaction:** Estates and Health and Safety Manager, Estates & Maintenance Administrator, Foundation Staff, Heads of House, School Teaching Staff

The main purpose of this role is to be responsible for the supervision of all day to day maintenance and repair activities on site and carrying out tasks as required. This will include, but is not limited to supervising planned and reactive maintenance across school buildings, boarding houses and residential properties, supervision of direct staff and managing sub-contractors, as well as contributing to planning/scheduling work, assisting with reports and participation in Estates and maintenance meetings. The priority for work should be agreed with the Estates & Health & Safety Manager in conjunction with the Bursar.

The standard hours for the role will be Monday to Friday, 7.30am-4.30pm and you will also be expected to be part of the on-call rota. This will usually be once every 4 weeks and will be paid in addition to the basic salary. There will also be the opportunity for overtime as required. The role will have an approximate split of 70% working “on the tools”, with the team across the site and approximately 30% of office related work.

This 260-acre Estate is a very busy boarding school that requires an experienced supervisor who is equally happy “on the tools” or handling emails and paperwork.

The successful applicant will be trade qualified, self-motivated, approachable and have experience of leading a team.

### Main duties and responsibilities:

- Maintaining all School and boarding property in a state of good repair
- Allocate maintenance tasks via the maintenance ticketing system ("Quadpro"), ensuring that requests are reviewed regularly, prioritised and allocated as appropriate.
- Plan and supervise external contractors with the Estates Manager, using an approved list of contractors
- Ensure that all work carried out by the maintenance team is in accordance with regulatory or best-practice standards
- Co-ordinate the maintenance team during a whole school fire evacuation
- With the Estates Manager, participate in the termly inspections of the built estate and school roads/grounds
- Supervise and participate in the School's out-of-hours emergency call-out system and in particular ensure that any breakdown of plant in the school/residential boarding Houses is attended to promptly
- Maintain the utility infrastructure and ensure continuity of all utility supplies; electricity, sewerage, heating oil, water, waste with a view to maximising efficiency and minimising costs including operation of the Building Management System (BMS) to achieve fuel efficiency
- Ensure that the workshop and stores are well organised and a safe place of work
- Ensure the safe chemical and temperature levels of the swimming pool
- Ensure the regular cleaning of windows (termly), gutters and gulleys (at least biannually)
- Ensure the clean and tidy appearance of the School and its grounds at all times
- Ensure that effective pest control is in place
- Retain test/inspection (statutory and non-statutory) documentation in an easily retrievable form, together with timesheets, estimates, project files, building plans, surveys and other reports
- Attend fortnightly meetings with the Estates Manager and when necessary the Bursar.
- There are three dates in the year you are required to work: - Go Green, Founder's Day and May Day. The dates will be given during the Spring Term.
- This role is required to be on site the last week of August, preceding the start of the new academic year.
- Ensure the maintenance and FM duties of the school run smoothly
- Communicate well and consistently with all parties
- Proactively promote a positive Safety, Health & Environmental culture ensuring adherence to company policies and procedures.
- Any other tasks which can be reasonably requested.

### Staff Management

- Plan and supervise the work activities of the maintenance team
- Allocate daily work tasks to the maintenance team
- Organise, check and sign off Maintenance timesheets and annual leave
- Complete annual appraisals for all maintenance staff and all direct reports with the assistance of the Estates Manager.
- Induct and arrange training for all members of your team, including all relevant Health & Safety policies, PPE etc.

### **Financial, equipment and inventories**

- Procure the appropriate tools, equipment and materials to enable the Maintenance team to carry out their work in an efficient and cost effective manner
- Ensure the safekeeping, correct use and proper accounting for of all equipment and stores
- Order routine department stock requirements; obtain estimates for major items, purchase approved items of equipment; check invoices against orders and estimates; approve invoices and coding appropriately
- Ensure any contractors quotes are competitive, value for money and benchmarked periodically.
- Maintain records of utilities consumed e.g. oil, electricity and water

### **Health and Safety, Fire Precautions and Security**

- The custody, control, issue, return and replacement of all School keys
- The maintenance of CCTV systems
- Maintenance of all equipment for protection against and escape from fire; maintaining necessary records, review and updates
- Ensure that statutory checks are carried out as required, recorded and acted on as necessary (electrical testing, legionnaires' etc.)
- The grounds of the School are not fenced and there is no way of controlling members of the public accessing the site or of pupils leaving it without approval. There are also a number of natural hazards in the grounds including lakes and woodlands. Whilst on the School's grounds you have a responsibility to keep a lookout for members of the public entering the grounds and posing a threat to the pupils as well as any pupils taking part in activities on the lakes or other areas that could put them at risk.

### **Other**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To contribute to the overall ethos and aims of the school

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.