



**MOUNT  
KELLY**

Boarding and Day School  
Boys and Girls, Aged 4-18

### **Maintenance Supervisor**

Reporting to the Premises Manager the post oversees a team of Maintenance staff with responsibility for the maintenance of the Mount Kelly site(s) including general carpentry, painting and decorating as well as general maintenance tasks.

### **Duties and Responsibilities**

#### **Supervisory**

- Line management of the Maintenance team including recording absences, appraisals and objective setting
- Delegation of Maintenance Tickets, ensuring prioritisation of tasks, correct recording of Tickets and daily supervision of issues raised
- Ensure that priority tasks are carried out promptly
- Act as the first point of contact for maintenance queries during the working day
- Work with Premises Manager to plan and coordinate projects and other larger scale planned maintenance
- Work with Grounds Manager to ensure effective operational running of the School drainage systems

#### **Operational**

- Responsibility for general maintenance and upkeep of the site including:
  - general maintenance task such as change door locks,
  - basic carpentry
  - painting and decorating
  - hanging doors
  - Replacing windows and glazing
  - assist with undertaking testing/inspections
  - Maintain basic building components e.g. doors, windows, stud wall partitions
- Assist with basic roof repairs i.e. slate replacement
- Repair soffits, fascia's and bargeboards
- Work closely with the School's Premises Manager to ensure working practices, buildings and equipment are safe and in line with Health and Safety legislation compliance.
- Provide effective materials and machinery management to ensure all equipment is correctly stored, maintained and serviced.
- Support the efficient use of resources. Gather and record information and make recommendations for improving the best use of resources
- Undertake other reasonably duties from time to time as requested by the Premises Manager

## Personal Specification

<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Ability to take direction but also work on own initiative</li><li>• Practical experience and ability in a range of maintenance tasks/disciplines</li><li>• Carpentry skills</li><li>• The ability to communicate appropriately with staff/parents pupils/dignitaries and other visitors</li><li>• Appropriate Health &amp; Safety knowledge and qualifications</li></ul>
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"><li>• No trade specific qualification is essential but would be desirable</li><li>• Experience of working in the building or property maintenance trade</li><li>• A full driving licence</li><li>• Good level of literacy and numeracy</li><li>• Knowledge of Health and Safety legislation</li><li>• Good level of literacy, numeracy and ICT competence</li><li>• Able to work to deadlines.</li><li>• Ability to motivate and communicate effectively</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Satisfactorily meeting the schools employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK</li></ul>

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

### COMPASSION

#### **Empathy Tolerance Kindness**

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

### COURAGE

#### **Determination Resilience Grit**

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

### HUMILITY

#### **Modesty Gratitude Selflessness**

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

### RESPECT

#### **Courtesy Service Consideration**

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

### COMMITMENT

#### **Dedication Loyalty Endurance**

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

#### INTEGRITY

##### **Honesty Decency Morality**

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.