



# FARLINGTON

School

## JOB DESCRIPTION

Farlington is a co-educational day and boarding school for pupils aged 4 to 18, and is set in 33 acres of beautiful Sussex countryside. The school enjoys a strong reputation for its academic excellence and welcoming community. Farlington students are happy, fulfilled young people, fully engaged in the life of the school community, aspirational and committed to their studies.

<b>Farlington 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 checks with past employers and the Disclosure and Barring Service.</b>	
<b>Job Title</b>	<b>Maintenance Manager (full time)</b>
<b>Main purpose of the job:</b>	<b>The Head of Maintenance is responsible for the management of the School's buildings, their infrastructure and services in order to maintain a safe, healthy and pleasant environment.</b>
<b>Reporting directly to:</b>	Director of Finance and Operations
<b>Reporting to the job holder:</b>	<b>You will oversee a team of Maintenance Assistants, and the Caretaker.</b>
<b>Main responsibilities and duties:</b>	<b>Maintenance and safe operation</b> <ul style="list-style-type: none"><li>● The safe and efficient operation of Farlington School.</li><li>● Establish and maintain a rolling schedule of pro-active works.</li><li>● Preventive and routine maintenance, breakdown and fault repair, small works, equipment improvement and development of the site.</li><li>● Primary interface with all members of staff, pupils, parents and visitors on matters relating to the maintenance of School facilities.</li><li>● Respond to the needs of the School so far as is practical, legal and affordable through the efficient co-ordination of all the facilities and services within the School.</li></ul>

- Ensure that maintenance and repair of assets, within the area of responsibility, is carried out in a safe, efficient and timely manner, using maintenance schedules as appropriate.
- Turn heating and lighting on and off at appropriate times. Program controllers to react to changing needs of the school year and seasons.

#### **Health and Safety**

- Be pro-active and take a keen interest in Health & Safety, and react quickly and efficiently to problems and defects.
- Be a member of the School's Health & Safety Committee.
- Establish and maintain a schedule to reflect all statutory requirements and ensure compliance. Keep appropriate Health & Safety records, including safety maintenance, asbestos, and fire exercises.
- Carry out routine testing of the Fire Alarm systems and maintain associated records.
- Liaising with members of SMT, prepare and manage the logistical aspects of organised School events, paying particular attention to the Health & Safety of people, and the safety of School assets
- Supervise external contractors working on site to ensure appropriate safe working practices and ensuring compliance with contractor policies.
- Ensure warning and direction signs are in place for routine purposes and special events.
- Supporting the set-up and coordination of spaces to accommodate events such as concerts or assemblies.
- To maintain supervision of daily checks of the swimming pool when in operation.

#### **Finance, contracts and efficiency**

- Liaising with the Headmaster and Director of Finance and Operations as appropriate, liaising to plan, cost and manage improvement projects.
- Manage service contracts including, but not limited to: fire alarm systems, pool maintenance; sports equipment; lifts; air conditioning; boilers; sewage treatment; hygiene services; water softeners; pest control; lightning conductors; water testing; grease trap; waste services; PAT testing.
- Budget holder for maintenance. Participate in the annual budget preparation and monitor/control costs in those appropriate areas of responsibility. Follow Financial Regulations as appropriate and keep appropriate records of fixed assets. The post

	<p>holder will be expected to work hard to maintain budgets and to secure best pricing.</p> <ul style="list-style-type: none"> <li>• Ensure as far as practicable that the estate and operations are energy efficient and environmentally sustainable.</li> <li>• Maintain a variety of records and monitor meter readings and fuel usage.</li> </ul> <p><b>Personal development</b></p> <ul style="list-style-type: none"> <li>• Undertake training and personal development, and plan training and personal development for the maintenance team ensuring that minimum statutory standards are met.</li> </ul> <p><b>Other tasks</b></p> <ul style="list-style-type: none"> <li>• Mandatory attendance at all Open Days and Inset Days</li> <li>• Availability for occasional duties when required and given reasonable notice (e.g. School events or other major events or lets).</li> <li>• Any other reasonable tasks that are required.</li> </ul>
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**Qualifications and Experience:**

- Previous experience in a hands-on maintenance role
- Multi-disciplined with a bias in mechanical and/or electrical/gas background
- Excellent communication skills and ease in dealing with staff, customers and external suppliers
- H&S training and/or qualifications desirable
- Knowledge of building regulations and health and safety policies and procedures
- Experience of liaising with external contractors and service providers
- Formal training in manual handling and risk assessment
- Fundamental budget planning and control skills
- A current driving licence

This is a full time year round position. The successful candidate must be able to commit to working occasional weekends and late evenings as and when required.

Application deadline: 06/12/21

Expected start date: 02/01/21

Permanent salary: £24,000-£27,000 per year plus benefits

Lunches and on-site parking included; fee remission may be available for children attending the school

Schedule: Monday to Friday

Working remotely: No

## **Person spec**

We are looking for someone with the skill set to oversee our maintenance on our beautiful 33 acre site located near Horsham. Experience, whilst desirable, is not essential. The right attitude and skill set with an enthusiasm to develop the role as the school continues to grow are key requirements. The maintenance manager will contribute to the growth and development of the School and will lead on the delivery of providing a warm, safe, and secure environment in which all learners are able to thrive. Training and professional development will be available to the right candidate to enable this along with other opportunities for CPD.

You will be able to respond to emergency situations in a calm and a rational manner and be able to work as part of a team and independently.

A willingness to undertake driver CPC training, if this qualification is not held, is highly desirable. This will enable the role holder to assist with bus driver cover on an ad hoc basis. The role holder will be required to have a flexible attitude as some weekend and evening working will be required. Attendance at Open days and Open evenings is mandatory and these dates will be provided in advance.