



Job Description
Maintenance Team Leader
1-year Fixed Term

Reports to:	Estates and Facilities Manager
Location:	West Heath School – Sevenoaks
Hours:	37.5 hours per week/ 52 weeks per year plus on call as required (some flexibility for shift work to accommodate where necessary for Weddings & Events)
Direct Reports:	Carpenter Painter and Decorator Plumber Electrician Maintenance Assistant Grounds and Maintenance Assistant Weekend Maintenance Assistant Caretaker Weekend Caretaker

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Integral to the school environment is the promotion of the 4Rs: Respect, Responsibility, Relationships, and Resilience. Every member of our committed, dynamic, and resourceful staff plays a significant part in our students' success. To achieve positive outcomes, we work collaboratively and always as a team, ensuring that all practical and educational functions are aligned to create a safe and trusting environment for our young people.

We are currently on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

Main Purpose of the role:

To provide operational leadership and supervision for the maintenance team and specialist trades. The post holder is responsible for the day-to-day coordination of repairs, grounds maintenance, and estates projects across the 32-acre estate. Acting as the link between senior management and the technical team, the Estates Supervisor ensures that all facilities are maintained to a high standard to create a safe environment for students

To deputise for the Estates and Facilities Manager when they are not on site.

Main Duties and Responsibilities

Team Supervision and Management:

- Line manages the maintenance team, including specialist trades, by scheduling daily workloads and managing holiday hours according to the school's needs.
- Ensure all direct reports receive annual appraisals and adequate training in the use of equipment and safety procedures.
- Provide hands-on cover for maintenance staff during periods of sickness or holiday.
- Ensure that professional standards are met at all times within the team.

Operational Oversight:

- Identify and prioritise maintenance issues within the school, scheduling routine works and reactive repairs.
- Oversee the maintenance of the swimming pool, sports hall, and outbuildings, ensuring high standards are maintained.
- Coordinate grounds maintenance to ensure all external areas are safe for staff, students, and external events.
- Supervise the daily opening and locking down of the school and boarding houses.
- Monitor the completion of essential safety checks, including weekly fire alarm tests, fire escape route checks, and vehicle maintenance.
- Manage the staff rota ensuring a full coverage of the site from 8am to 8pm daily.

Project and Contractor Support:

- Assist the Head of Estates in managing refurbishment and building projects.
- Support the sourcing of external contractors and obtaining Value for Money quotations.
- Provide Health & Safety briefings and inductions for contractors prior to the commencement of works.
- Monitor onsite works to ensure contractors have current DBS certificates and follow school safety protocols.

General

- To ensure all orders for materials are generated in line with the school's ordering guidelines ensuring best value for money.
- To contribute to the ethos, work and aims of the school and to help promote a general feeling of well-being within the school

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.

- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: Maintenance Team Leader

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> • Relevant property, building, or facilities management qualification (e.g., NVQ Level 3 or City & Guilds). • GCSEs including Maths and English 	<ul style="list-style-type: none"> • Health & Safety qualification/training
2. Experience	<ul style="list-style-type: none"> • Managing staff • Facilities/ maintenance experience • Budget management • Construction/Industry experience 	<ul style="list-style-type: none"> • Working in listed buildings • Experience of working within a school environment
3. Knowledge and skills	<ul style="list-style-type: none"> • General maintenance & construction ability/awareness • Management & leadership experience • Experienced track record of managing business/site projects • H&S compliance. • Maintenance/ facilities rolling plan management 	<ul style="list-style-type: none"> • Carpentry • Plumbing • Electrics • General Decorating • Attachment Aware and Trauma Informed Education/ Therapy models.
4. Competence	<ul style="list-style-type: none"> • All round proven ability to manage situations in a calm, organised and effective manner • Ability to evolve, train, develop and manage a team. • Ability to deal confidentially with queries and difficult conversations • Ability to manage conflicting demands • Excellent verbal and written communication skills • Working practice which encompasses equal opportunities • Willingness to address challenging issues with clarity of purpose and diplomacy 	

5. Personal Qualities	<ul style="list-style-type: none"> • An effective team player but also able to think and work independently under their own initiative • Sound communicator • Organised • Driven • Leader • Innovative • Ability to work in a way which reflects the Schools values/ ethos. • Working practice which encompasses equal opportunities. • Ability to work under pressure while recognising it in self and others. 	
6. Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding. • Full Driving License 	

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.