

Job Description

Job Details:

Job Title:	Maintenance Supervisor
Reports to:	Directors
Leadership of:	Maintenance Operative

Job Purpose:

- To carry out day to day maintenance, inspect equipment and basic repairs.
- To supervise a maintenance operative
- To provide out of hours on-call cover for building security

Summary of Responsibilities

Leadership:

- To manage the Maintenance team, including delegation of work and checking quality of work is maintained.
- To ensure all requests for maintenance of the nurseries are actioned in a timely manner
- To ensure Little Elms remain compliant with Health and Safety regulations

Cleaning:

- To clean driveways, outdoor walkways and areas of buildings
- To grit outdoor areas (when necessary)

Garden:

- To clear debris (such as leaves from external areas of buildings)
- To cut the grass and keep neat and tidy

Inspections:

- To conduct routine inspections of premises and equipment

Electrical

- PAT Testing
- Regular emergency lighting testing

Repairs:

- Handling basic repairs
- Oversee contractors where professional repairs are necessary
- Diagnosing repair needs and working with external contractors to get quotes etc

General Maintenance

- To carry out general maintenance tasks as directed by each Nursery Manager
- To construct newly purchased furniture and/or equipment as required

Out of Hours Building Security

- To provide on-call cover for emergencies / security breaches that may occur out of nursery opening hours. This will be agreed on a shared rota basis between Maintenance team members.
- To respond to out of hours calls from the alarm company
- To assess any security breaches at any of our nursery buildings, by checking CCTV when the alarm is activated.

- To call the emergency services (police) if an actual security breach is identified
- To attend nursery buildings out of hours to deactivate the alarm, if safe to do so.

Assignment and Review of Work

- A good level of autonomy is required in this role
- Requests for work will come from the Nursery Team, Senior Management or Owners

Decision Making

- High level of decision making relating to health and safety aspects across the group
- No financial responsibility

6. Selection Criteria

Knowledge, Skills & Experience

- Previous experience in maintenance is essential
- Experience of prioritising and assessing risk and workload
- Skilled use in various hand and power tools
- Be able to read plans and repair manuals
- Full and clean diving license is essential and to meet insurance requirements for the company vehicle, the individual must have had a licence for a minimum of 2 years and be aged 25 or over.
- Experience of electrical testing devices
- Trained to carry out Portable Appliance Testing
- Knowledge and demonstrable understanding of health and safety requirement relevant to nurseries

Person Specification

- Clear and satisfactory safer recruitment checks (including a clear enhanced DBS check)
- Good communication skills are essential, both verbal and written.
- Strong organisational and follow up skills are essential
- The ability to manage own workload and work alone, with limited supervision
- High attention to detail
- Professionally presented
- Ability to cope with change in a fast-paced environment is essential
- Ability to problem solve and use own initiative
- Ability to work under pressure and with ever changing priorities is essential
- Ability to use initiative and problem solve with little supervision
- Ability to lead by example
- Ability to delegate work and supervise others to achieve outcomes

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.