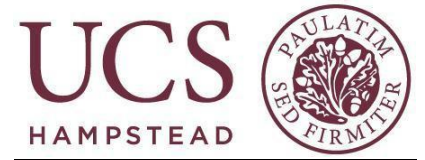


University College School
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LONDON NW3 6XH
Tel: 020 7433 2140
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JOB DESCRIPTION

1. JOB DETAILS

University College School (UCS) is one of the top independent schools in the UK. Operating as three linked schools at separate sites in Hampstead, it educates 1,280 students from age 4 to 18. The main aims of the school are the pursuit of academic excellence with a strong ethos of independent thought and individual judgment. For further information about UCS, refer to our website www.ucs.org.uk

Job Title: Services and Maintenance Supervisor

Reporting to: Site Services Manager

Contract: Permanent, Full Time, 40 hours per week

Hours: As per rota 5 days/ week

Location: Senior School (Note: the role requires flexibility working cross the Foundation. The role will involve working across all School sites).

2. JOB PURPOSE

To ensure that school facilities across all sites are maintained to a high standard, taking into account health and safety, security and the requirement to properly prepare/cover for regular and ad hoc school events.

To manage the caretaking team tasks and their rota.

To deputise for the Site Services Manager when they are unavailable.

The role is primarily based at the Senior School but covers all sites and you will need to attend other school sites when necessary.

3. KEY RESULT AREAS

Under the Health and Safety Act 1974 we all have a responsibility to ensure a safe working Environment for everyone who comes within our working environment.

- 3.1 To open and close the UCS buildings as required
- 3.2 To manage the caretaking team, under the direction of the Site Services Manager
- 3.3 Deputise in the absence of the Site Services Manager including delivery of Maintenance and Access Control.
- 3.4 To prepare all facilities, including those for external hires, to required standards
- 3.5 To coordinate with the Cleaning team regarding tasks that require both teams, and provide reciprocal additional support to the Cleaning team where required.
- 3.6 To participate in the physical movement of equipment and furniture within the school as required.
- 3.7 To plan, undertake and oversee small maintenance and repair works across the Foundation sites, including painting, plumbing, carpentry and other as part of planned and day-to-day undertaking.
- 3.8 To ensure efficient delivery processing, directing packages correctly, and signing for deliveries when needed.
- 3.9 To keep the school and grounds tidy and safe at all times.
- 3.10 To provide cover on weekends based on a rota system and to participate in the on-call rotation.
- 3.11 To ensure that Health & Safety requirements are met including assisting the Site Services Manager in keeping paperwork up to date where necessary (for example, weekly fire alarm checks, ensuring that fire escapes are kept free of clutter, weekly vehicle checks)
- 3.12 To monitor the automated maintenance helpdesk on a daily basis, including allocating tasks to the caretaking team.
- 3.13 To participate and contribute to events and Estates meetings.
- 3.14 To provide general assistance as directed by the Site Services Manager

4. REQUIREMENTS FOR THE POSITION

- 4.1 Previous caretaking and maintenance & repair experience
- 4.2 Experience and ability to use a variety of maintenance tools.
- 4.3 Knowledge of safety requirements for the role.
- 4.4 Calm under pressure with problem solving abilities.
- 4.5 Flexibility, "can-do" attitude, willing to go the extra mile to ensure tasks are completed on time
- 4.6 Previous line management experience is desirable with ability to command respect whilst working as part of a team.
- 4.7 Basic computer skills – use of Word and Excel, comfortable with accessing standard software packages (for instance, the automated maintenance logging package)

5. TERMS

The salary for the post will be £35,000 per annum. Benefits include a contributory staff pension scheme, interest-free housing and season ticket loans, discounted use of the on-site gym facilities (UCS Active) and free lunches.

UCS is fully committed to the welfare and safeguarding of children. All applications for this post must be prepared to undergo child protection screening and a full Disclosure and Barring check.