



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Responsive Maintenance Coordinator
SCHOOL:	NCEA Trust
SALARY:	Band 4
RESPONSIBLE TO:	Director of Health and Safety and Estates

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

To Support, coordinate and ensure the Trust's response to immediate repairs and maintenance tasks across the estate. To ensure that all repairs are undertaken in accordance with statutory and legal frameworks ensuring best value at all times. This will include the implementation and maintenance of action plans, policies and contracts to identify savings. To keep appropriate records and adhere to all regulations relating to school maintenance.

MAIN RESPONSIBILITIES:

- Assisting the Director of Estates & Health and Safety, and Chief Operating Officer in the management of responsive maintenance contracts
- Supporting Headteachers and site staff with the effective implementation of responsive maintenance tasks and programmes, as well as ensuring coordination with planned maintenance schedules.
- Checking and following up with quotes, raising purchase orders and goods receiving orders, once completed. Forwarding to the Director of Health and Safety & Estates for discussion and review prior to appointing contractors.
- To support the Statutory Compliance Coordinator to ensure and coordinate external H&S audits such as fire risk assessments, legionella and H&S audits, including working with heads of departments to complete actions.
- Assisting in the undertaking of statutory compliance audits as requested.

- To utilise the health & safety system 'Citation'. Assisting the Statutory Compliance Coordinator with assigning relevant training to staff members and tracking progress (e.g., Fire Safety awareness for Fire Wardens, COSHH for Cleaners, and Legionella for Caretakers).
- Ensuring that Contractors meet all organisational and statutory requirements
- Be the initial point of contact to deal with reactive and ad-hoc requests from school staff and caretakers, updating the Director of Health and Safety & Estates to review and prioritise needs before taking action.
- Ensure that the reactive maintenance tracker is updated and accurate.
- Review contractor SLA's.
- Update the capital tracker and maintain project information, requesting capital project codes from the Finance Team.
- To review and develop working practice by developing and maintaining effectiveness as a member of the trust staff through taking responsibility for own continuing professional development
- Attend monthly caretaker meetings to review maintenance paperwork and review unplanned maintenance.
- Undertake site visits to meet with contractors, ensuring contractors on site meet NCEAT compliance requirements, retrieving contractor information and documentation, updating contractor records within the supplier database.
- Support the Statutory Maintenance Coordinator in the creation of risk assessments for ad-hoc projects
- Liaise with the Cleaning Supervisor and caretaking staff to ensure that responsive maintenance tasks are coordinated.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Responsive Maintenance Coordinator	Department: Facilities		Assessment Methods
	Essential	Desirable	
Experience	<ul style="list-style-type: none"> • Experience of risk assessment and able to take into consideration all the factors for scoring risk to inform business decision. • Experience of building and grounds maintenance contracts. • Experience of multi-site management 	<ul style="list-style-type: none"> • School experience of grounds and maintenance contracts. • Practical experience of statutory buildings compliance. • Contractor management • Negotiation skills 	
Skills & Competencies	<ul style="list-style-type: none"> • The ability to communicate at all levels in the organisation and effectively pass on the relevant information • Have effective problem-solving skills and a blending of creative and analytical thinking • Ability to work flexibly • Work as part of a team in order to deliver a service to others • Proven organisational skills with the ability to multi-task and problem-solve • Ability to work under pressure and to meet deadlines • A strong sense of integrity required for the process of regulation management. 		

	<ul style="list-style-type: none"> • Enthusiasm to keep themselves updated with news from regulators and other international and regional bodies • Self-motivated and a good time Manager. • Enthusiastic and positive, with a 'can-do' attitude • Display an awareness, understanding and commitment to the protection and safeguarding. • Good communication and interpersonal skills • Excellent literacy and numeracy skills – able to produce and analyse reports containing complex data, and transfer this into workable plans before communicating as necessary 		
Knowledge & Qualifications	<ul style="list-style-type: none"> • Good level of education with a minimum 3 or more qualifications at GCSE Grade C or above, including Maths and English, (or equivalent) • Extensive knowledge and experience of asbestos management and associated risks presented in relation to proposed or planned repairs, maintenance and structural changes where this may be a consideration. 	<ul style="list-style-type: none"> • Professional qualification in a related area such as building, engineering, facilities management (IWFM), Health & Safety (IOSH/NEBOSH) 	
Physical, mental and emotional demand	<ul style="list-style-type: none"> • Commitment to helping provide a high quality service to children and families 		
Other	<ul style="list-style-type: none"> • Willingness to participate in training and development 		

