



never give up.

Job Title	Repairs and Maintenance Supervisor
Salary	Grade E/15 (£22,911)
Working Pattern	37 Hours a week, 52 Weeks Per Year
Reporting To	Estates and Compliance Manager
DBS Check Required	Enhanced

Closing Date: 12pm Tuesday 14th April 2020
Shortlisting Date: Wednesday 15th April 2020
Interview Date: Tuesday 21st April 2020 (Morning)
Start Date: ASAP Pending Pre-Employment checks

We are a specialist Multi School Academy who Transform the Lives of pupils with special educational needs. The Trust is fairly new and with new leadership, and is striving for excellence in all areas. Due to the sensory requirements of the pupil cohort, the buildings and facilities that they learn in are as crucial to their advancement as the staff.

Although we have three Schools, 1 primary and two secondary, they are spread over 14 sites located from Camborne to Tiverton but mostly in the Plymouth area. The sites vary in size from small provisions for 15-20 pupils to larger sites with 100 plus pupils. The pupils themselves require high staff to pupil ratios so the even the smaller provision may have 40 plus people on site at any time.

We stand for excellence in education, uncompromising professionalism, and solution focused support, with our pupils at the heart of everything we do. We are a rapidly developing trust, and are looking for someone with an understanding of school responsive repairs and planned maintenance who can oversee the works that are required over a variety of sites.

Many of our buildings are old and have their own unique characteristics requiring close management. You will be responsible for the oversight of the school repairs, supervising the School Maintenance Operatives and external contractors as well as completing and recording all routine compliance checks on these sites. You will also be required to lend your expertise to the estate planning strategy.

It is a new role which will require you to work with the Estates Team at Ensign House to provide a high level of customer service to the Schools in our Trust and you will need an understanding of the challenges of working in a Special School environment and the work this entails. This is an excellent opportunity for you to make a real difference, significantly contributing to the quality education provision we strive to achieve across all our School bases in our Trust.

The successful candidate will have previous experience in a similar role, be highly motivated, organised, with a proven ability to work effectively under pressure and the ability to deal with multiple tasks to meet time deadlines. You will have the ability to work as part of a team, building positive relationships with staff and contractors.

ACE Schools Plymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and will be undertaken before a confirmed offer of employment is made to successful applicants.

For more information about this role please contact Recruitment Manager Katherine Wildman on 01752 396118 or email recruitment@aceschools.net for an application

Job Title	Repairs and Maintenance Supervisor
Salary	Grade E/15 (£22,911)
Working Pattern	37 Hours a week, 52 Weeks Per Year
Reporting To	Estates and Compliance Manager
DBS Check Required	Enhanced



never give up.

Responsibilities of the Repairs and Maintenance Supervisor:

- To help plan maintenance as part of the estates strategic strategy and includes the weekly and monthly scheduling of planned works and allocate work as required.
- To log repairs onto the system and process accordingly.
- To oversee maintenance repair work ensuring it is completed to a high standard and help the Maintenance Operatives as and when required.
- To undertake statutory school compliance checks across a variety of sites and keep up to date records.
- Inspect sites regularly to identify problems and necessary maintenance and provide practical maintenance advice to the schools.
- To develop and maintain excellent relationships with contractors and school representatives.
- To comply with company policies and procedures.
- To undertake training as required.

To be Successful in this role we are looking for someone who has:

- A background in Facilities Management, Repairs or Property, coupled with excellent levels of customer service experience and a proven ability in planning and prioritising repairs.
- Previous administration experience and excellent IT skills including Microsoft packages.
- Knowledge and understanding of health and safety regulations and good practice
- Experience of staff supervision and an understanding of Soft Facilities
- Able to work on your own initiative, multi-task and be proactive.

Experience & Job Knowledge

Essential

- Effective communication skills - Ability to speak clearly to individuals over the telephone, face to face
- Competent IT skills and confident with Microsoft software
- Record-Keeping Skills
- Delivering excellent customer service
- Using technology to deliver efficient processes
- Experience of working within a team, working within deadlines and busy environment

Qualifications - Desirable

- Relevant qualifications / training courses in H & S / Compliance / Environmental
- Site Manager / Site Supervisor / Building Surveyor qualifications or demonstrable experience



never give up.

Personal Qualities

- Well organised, with ability to work to deadlines
- Ability to work well in a team and to work on own initiative
- Excellent customer service skills
- Good attention to detail and accuracy
- Follows instructions well
- Sound decision-making skills
- Cooperative and willing to assist others.
- Strong understanding and respect for confidentiality

Academy standards

- In accordance with Trust policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, and policies and procedures
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.